

Attendee Count: 350+
Notes

M_____ S_____ V_____

24-45 Park Use Permit – Ayala/DeGraw Wedding Pg. 30

Request Made by: Jennifer DeGraw
Type of Event: Wedding
Location: Grand Haven City Beach
Date(s) of Event: Friday, September 13, 2024
Time Frame: Event: 7:00 pm to 8:30 pm
Attendee Count: 25
Notes

M_____ S_____ V_____

24-46 Park Use Permit – 60th and 30th Birthday Pickleball Tournament Pg. 33

Request Made by: Mary Scott and Lauren Starke
Type of Event: Private Pickleball Tournament
Location: Mulligan’s Hollow Pickleball Courts
Date(s) of Event: Sunday, July 14, 2024
Time Frame: Event: 1:00 pm to 4:00 pm
Attendee Count: 40
Notes

M_____ S_____ V_____

24-47 Park Use Permit – USCG Change of Command Pg. 36

Request Made by: Ashley Snook
Type of Event: Ceremony
Location: Escanaba Park
Date(s) of Event: Thursday, August 8, 2024
Time Frame: Event: 11:00 am to 2:00 pm
Attendee Count: 150 (likely 100)
Notes

M_____ S_____ V_____

24-48 Park Use Permit – Gasgow/Hill Wedding Pg. 39

Request Made by: My Barefoot Wedding

Type of Event: Ceremony
Location: Grand Haven City Beach
Date(s) of Event: Sunday, September 8, 2024
Time Frame: Event: 6:00 pm to 7:00 pm
Attendee Count: 70
Notes

M _____ S _____ V _____

24-49 Park Use Permit – Littrell/Hix Wedding Pg. 42

Request Made by: My Barefoot Wedding
Type of Event: Ceremony
Location: Grand Haven City Beach
Date(s) of Event: Saturday, June 8, 2024
Time Frame: Event: 10:30 am to 11:00 am
Attendee Count: 20
Notes

M _____ S _____ V _____

24-50 Park Use Permit – Huver Wedding Pg. 45

Request Made by: Lyndsay Huver
Type of Event: Ceremony
Location: Grand Haven City Beach
Date(s) of Event: Saturday, August 3, 2024
Time Frame: Event: 5:00 pm to 5:45 pm
Attendee Count: 30
Notes

M _____ S _____ V _____

24-51 Park Use Permit – Memorial Day Parade and Celebration (Recurring) Pg. 49

Request Made by: Grand Haven Memorial Day Association
Type of Event: Ceremony
Location: Lynne Sherwood Waterfront Stadium
Date(s) of Event: Monday, May 27, 2024
Time Frame: Event: 10:00 am to 11:00 am
Attendee Count: 3000
Notes

M _____ S _____ V _____

24-52 Park Use Permit – Waterfront Pavilion Yoga (New) Pg. 57

Request Made by: Body Haus Lifestyle Club

Type of Event: Yoga Session
Location: Lynne Sherwood Waterfront Stadium
Date(s) of Event: Friday, June 21, 2024
Time Frame: Event: 4:00 pm to 5:00 pm
Attendee Count: 100
Notes

M _____ S _____ V _____

24-53 Park Use Permit – Book Cellar Summer Author Series (New)

Pg. 65

Request Made by: Grand Haven Main Street DDA
Type of Event: Book Signing
Location: Lynne Sherwood Waterfront Stadium
Date(s) of Event: Monday, August 19, 2024
Time Frame: Event: 7:00 pm to 9:00 pm
Attendee Count: 100
Notes

M _____ S _____ V _____

General Business

- Five-year Parks and Recreation Plan

Pg. 73

Adjournment

The Parks and Rec Board meeting was adjourned at _____ pm.

**CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN**

Parks and Recreation Board

**Meeting Minutes
April 10, 2024**

The Parks and Recreation Board meeting was called to order on April 10, 2024 at 6:00 p.m. at City Hall Council Chambers.

Roll Call: Bruce Baker, Chair
Winsome Bricker, Co-Chair
Tami Harvey
Lynn Groothuis

Absent: Jim DeVries

Also Present: Matt Wade, Streets & Utilities Manager and Board Liaison, David Vandermeer – special event applicant.

Approval of Minutes from the March 6, 2024 meeting:

A motion was made by Harvey and seconded by Groothuis to approve the P&R Board Meeting Minutes from March 6, 2024.

Motion was approved 4-0.

24-30 Special Event – Shoreline Community Orchestra Summer Pops Concert (New)

Request Made by: Nick Mosley
Type of Event: Concert
Location: Lynne Sherwood Waterfront Stadium
Date(s) of Event: Tuesday, July 16, 2024
Time Frame: Event: 7:00pm to 9:00pm
Attendee Count: 100 - 200

A motion was made by Harvey and seconded by Bricker to approve the Shoreline Community Orchestra Summer Pops Concert, held at Lynne Sherwood Waterfront Stadium, Tuesday, July 16, 2024 from 7:00 pm until 9:00 pm.

Motion was approved 4-0.

24-31 Special Event – Maiden Race (New)

Request Made by: Linda VanPortfliet
Type of Event: Woman’s Sailboat Race
Location: Lynne Sherwood Waterfront Stadium
Date(s) of Event: Saturday, July 13, 2024
Time Frame: Event: 11:00am to 12:00pm
Attendee Count: 100+

A motion was made by Harvey and seconded by Bricker to approve the Maiden Race, held at Lynne Sherwood Waterfront Stadium, Saturday, July 13, 2024 from 11:00 am to 12:00 pm.

Motion approved 4-0.

24-32 Special Event – Carpe Diem Grand Haven Open (New)

Request Made by: David Vander Meer
Type of Event: Pickleball Tournament
Location: Mulligans Hollow
Date(s) of Event: May 18, 2024
Time Frame: Event: 8:00am to 8:00pm
Attendee Count: 200-400

A motion was made by Bricker and seconded by Harvey to approve the Carpe Diem Grand Haven Open, held at Mulligan’s Hollow, Saturday, May 18, 2024 from 8:00 am to 8:00 pm.

Motion approved 4-0.

24-33 Special Event – Coast Guard Arts and Craft Fair (Recurring)

Request Made by: Abigail Witthopp
Type of Event: Craft Vendors Selling to the Public
Location: Grand Haven Central Park
Date(s) of Event: Friday, August 2 through Saturday, August 3, 2024
Time Frame: Event: 9:00am to 5:00pm
Attendee Count: 15,000

A motion was made by Harvey and seconded by Bricker to approve the Coast Guard Arts and Craft Fair, held at Central Park, Friday, August 2 through Saturday, August 3, 2024 from 9:00 am to 5:00 pm.

Motion approved 4-0.

24-34 Park Use Permit – Allen/Lan Wedding

Request Made by: My Barefoot Wedding
Type of Event: Wedding
Location: Grand Haven City Beach

Date(s) of Event: Monday, August 26, 2024
Time Frame: Event: 5:00pm to 6:00pm
Attendee Count: 80

A motion was made by Bricker and seconded by Harvey to approve the Allen/Lan Wedding, held at Grand Haven City Beach, Monday, August 26, 2024 from 5:00 pm to 6:00 pm.

Motion approved 4-0.

24-35 Park Use Permit – Vosters/Feldpausch Wedding

Request Made by: My Barefoot Wedding
Type of Event: Wedding
Location: Grand Haven City Beach
Date(s) of Event: Friday, August 16, 2024
Time Frame: Event: 6:30pm to 7:00pm
Attendee Count: 30

A motion was made by Harvey and seconded by Groothuis to approve Vosters/Feldpausch Wedding, held at Grand Haven City Beach, Friday, August 16, 2024 from 6:30 pm to 7:00 pm.

Motion approved 4-0.

24-36 Park Use Permit – Gale/Bloomer Wedding

Request Made by: My Barefoot Wedding
Type of Event: Wedding
Location: Grand Haven City Beach
Date(s) of Event: Saturday, August 17, 2024
Time Frame: Event: 10:30am to 11:00am
Attendee Count: 40

A motion was made by Bricker and seconded by Groothuis to approve Gale/Bloomer Wedding, held at Grand Haven City Beach, Saturday, August 17, 2024 from 10:30 am to 11:00 am.

Motion approved 4-0.

24-37 Park Use Permit – McCumby/Eubanks Wedding

Request Made by: My Barefoot Wedding
Type of Event: Wedding
Location: Grand Haven City Beach
Date(s) of Event: Wednesday, June 26, 2024
Time Frame: Event: 6:00pm to 6:30pm
Attendee Count: 30

A motion was made by Harvey and seconded by Groothuis to approve McCumby/Eubanks Wedding, held at Grand Haven City Beach, Wednesday, June 26, 2024 from 6:00 pm to 6:30 pm.

Motion approved 4-0.

24-38 Park Use Permit – Crawford/Stevenson Wedding

Request Made by: My Barefoot Wedding
Type of Event: Wedding
Location: Grand Haven City Beach
Date(s) of Event: Saturday, July 13, 2024
Time Frame: Event: 6:00pm to 6:30pm
Attendee Count: 50

A motion was made by Groothuis and seconded by Bricker to approve Crawford/Stevenson Wedding, held at Grand Haven City Beach, Saturday, July 13, 2024 from 6:00 pm to 6:30 pm.

Motion approved 4-0.

24-39 Park Use Permit – Smith/Fare Wedding

Request Made by: My Barefoot Wedding
Type of Event: Wedding
Location: Grand Haven City Beach
Date(s) of Event: Monday, June 1, 2024
Time Frame: Event: 5:00pm to 6:00pm
Attendee Count: 70

A motion was made by Harvey and seconded by Groothuis to approve Smith/Fare Wedding, held at Grand Haven City Beach, Monday, June 1, 2024 from 5:00 pm to 6:00 pm.

Motion approved 4-0.

24-40 Park Use Permit – Samuel & Hannah’s Wedding

Request Made by: Hannah Merdzinski
Type of Event: Wedding
Location: Grand Haven Central Park
Date(s) of Event: Saturday, September 28, 2024
Time Frame: Event: 4:30pm to 6:00pm
Attendee Count: 100-125

A motion was made by Bricker and seconded by Groothuis to approve Merdzinski Wedding, held at Central Park, Saturday, September 28, 2024 from 4:30 pm to 6:00 pm.

Motion approved 4-0.

24-41 Park Use Permit – Klinger Family Reunion

Request Made by: Cynthia Klinger
Type of Event: Picnic
Location: East Grand River Park Pavilion
Date(s) of Event: Saturday, July 27, 2024
Time Frame: Event: 12:00pm to 3:00pm
Attendee Count: 35

A motion was made by Harvey and seconded by Groothuis to approve Klinger Family Reunion, East Grand River Park Pavilion, Saturday, July 27, 2024 from 12:00 pm to 3:00 pm.

Motion approved 4-0.

24-42 Special Event – Pedro’s Pig Roast (Recurring)

Request Made by: Peter Stalzer
Type of Event: Picnic open to public
Location: Grand Haven City Beach
Date(s) of Event: Saturday, August 17, 2024
Time Frame: Event: 11:00am to 6:00pm
Attendee Count: 200+

A motion was made by Groothuis and seconded by Harvey to approve Pedro’s Pig Roast, held at Grand Haven City Beach, Saturday, August 17, 2024 from 11:00 am to 6:00 pm.

Motion approved 4-0.

24-43 Special Event – Fusion Sports Smash (New)

Request Made by: Fusion Sports
Type of Event: Pickleball Tournament
Location: Mulligans Hollow
Date(s) of Event: Saturday, June 1 and Sunday June 2, 2024
Time Frame: Event: 8:00am to 6:00pm
Attendee Count: 200

A motion was made by Bricker and seconded by Groothuis to approve the Fusion Sports Smash, held at Mulligan’s Hollow, Saturday, June 1, through Sunday, June 2, 2024 from 8:00 am to 6:00 pm

Motion approved 4-0.

24-42 Special Event – Cornhole for a Cause (New)

Request Made by: Gabe Williams
Type of Event: Raise funding for Children’s Advocacy Center
Location: Lynne Sherwood Waterfront Stadium

Date(s) of Event: Friday, May 10, 2024
Time Frame: Event: 4:30pm to 9:00pm
Attendee Count: 100

A motion was made by Harvey and seconded by Bricker to approve Cornhole for a Cause, held at Lynne Sherwood Waterfront Stadium, Friday, May 10, 2024 from 4:30 pm to 9:00 pm.

Motion approved 4-0.

General Business

- None

Adjournment

The Parks and Rec Board meeting was adjourned at 6:20 pm.

**City of Grand Haven
Department of Public Works
616-847-3493**



MEMORANDUM

TO: Parks and Recreation Board

CC: Jacob Hildebrand – Interim Streets & Utilities Manager

FROM: Dana Kollewehr, Special Events and Project Manager *DK*

DATE: April 24, 2024

SUBJECT: The Flock Party (Recurring)

Bluebird Cancer Retreats has submitted an application to host a fundraising concert event called the Flock Party on Thursday, June 20, 2024, from 5:30 pm until 9:00 pm at Lynne Sherwood Waterfront Stadium. The event will end before the Musical Fountain show, and any tear-down will not interfere with the show.

Bluebird Cancer Retreats of West Michigan is a non-profit organization that offers unique weekend respite retreats and support resources for adults who have been diagnosed with cancer. This fundraiser will be a way for them to create financial support for future retreats and services.

This is a ticketed event request, which includes alcohol, amplified sound, and a food truck. All health and safety requirements and inspections will be followed. Mugs Party Store will be the beverage service provider with two stations being set up for the event. The City's black snow fencing is being requested to enclose the area per MLCC requirements, and all appropriate entrances and exits will be included in the setup. High-top tables will be placed around the site for attendees to use. See the diagram for the event layout.

The applicant also requests using the "green space" room in The Depot building and the parking spaces south of the marina entrance to park a food truck and parking for the band. This is the same setup as last year's event.

Event Set Up Time: 9:00 am until 5:00 pm
Event Time: 5:00 pm until 9:00 pm

Public Services Requested

- Black snow fencing
- Electricity
- Amplified sound
- Alcohol sales/service

- Banner installation
- Trash containers

Public Spaces Requested

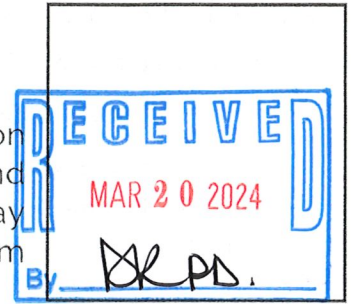
- Lynne Sherwood Waterfront Stadium
- South end of Marina Parking Lot
- Depot “green space”



CITY OF GRAND HAVEN RECURRING SPECIAL EVENT APPLICATION

OFFICE USE ONLY

A special event application is required for any event on City property or using City services. The application and fees are due by **March 1st** for events held between May and August and **90+ days** before events occurring from September through April.



Completed applications and fees may be turned in to the Department of Public Works in person at 1120 Jackson Street, Grand Haven, MI 49417, and by mail, 519 Washington Ave. Grand Haven, MI 49417. Questions may be directed to 616-847-3493 or specialevents@grandhaven.org.

EVENT SUMMARY

EVENT NAME: The Flock Party
EVENT DATE(S): June 20, 2024
START TIME: 5pm END TIME: 10pm SET UP TIME: 9am TEAR DOWN COMPLETED BY: 10pm
EVENT LOCATION(S): Lynne Sherwood Waterfront Stadium

Is this a recurring event in the City of Grand Haven? No Yes

If no, please complete full special event application

Pol
ck
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APPLICANT INFORMATION

ORGANIZATION NAME: Bluebird Cancer Retreats
ORGANIZATION ADDRESS: 201 Washington Suite 200 Grand Haven 49417
RESPONSIBLE PARTY NAME: Benee Denlow
RESPONSIBLE PARTY ADDRESS: 600 Lake Ave, GtH 49417
APPLICANT PHONE: 616-502-0669 EMAIL: rdenlow@bluebirdmi.org
EVENT DAY CONTACT (NAME/CELL PHONE): Same as

Representative must be on site and available during entire event.

EVENT DETAILS & LOGISTICS

All event requests require a current to-scale map of the event site, setup, requested road closures, parking spaces, etc., to be submitted to the best of your knowledge at the time of application. For runs, walks, and parades, Public Safety reserves the right to amend route requests based on safety and staff requirements.

Provide a description of your event and outline any changes from the previous year.

Same as last year

Will there be food trucks/concessions? No Yes
Will there be tents over 400 sq. feet? No Yes
Will alcohol be served at the event? No Yes

Inspections and permits required.

Inspection and permit required.

Separate license required through MLCC.

EVENT DETAILS & LOGISTICS CONTINUED

Department of Public Works Services (Check all that apply)

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Banner, \$125-\$350 | <input checked="" type="checkbox"/> Electric, \$200 plus usage | <input checked="" type="checkbox"/> Stadium Fencing, \$800-\$4400 |
| <input type="checkbox"/> Barricades, \$3-\$15/each (# and type determined by Public Safety) | <input type="checkbox"/> Park Rental, fees vary by park | <input type="checkbox"/> Street Closures, \$150 |
| <input checked="" type="checkbox"/> Cardboard Trash Container/Liners, \$13/each | <input type="checkbox"/> Portable Mobile Stage (Showmobile), \$500-\$1025 | <input type="checkbox"/> Sound System, \$100 |
| | <input type="checkbox"/> Sanitation (Grey Water/Grease) | <input type="checkbox"/> Water, \$100 plus usage |

Additional incidental fees apply based on applicant requests. Parks/Facilities/Street rental fee will apply

LIABILITY INSURANCE

Liability insurance naming the City of Grand Haven as additional insured is required for all events.

SPECIAL EVENT FEES

Submit the special event and park application fees with completed application. Application fees are due at the time a completed application is submitted. A cost estimate of event fees will be provided upon staff review of application. See current fee schedule for additional fees and current rates.

To Be Completed by Applicant

- Resident/Non-Profit Application Fee, \$100
- Non-Resident/Profit Application Fee, \$150
- Park Permit Application Fee, \$35
- Duncan Park Application Fee, \$25

City of Grand Haven Resident and Non Profit Discount

- Residents & Non Profits located within the City of Grand Haven (COGH) are eligible for up to \$500 in discounted fees.
- Non-Profits located outside the COGH are eligible for up to \$250 in discounted fees.
- Discounts only apply to facility, park and public space rental fees (not incidental costs).
- Discounts are subject to approval and current special event policy.

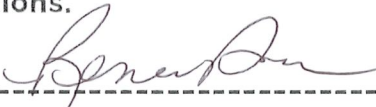
I am requesting the maximum allowable discount (Initial Here): _____

REQUIREMENTS OF THE SPECIAL EVENT

- Applicant will comply with all rules and regulations of the City of Grand Haven Special Event Policy.
- Applicant shall comply with all City of Grand Haven Ordinances.
- The applicant organization will hold the City of Grand Haven harmless from all claims.
- Event grounds will be left clean and free of litter. Failure of the applicant to satisfactorily clean the site may result in the City cleaning the site and billing the applicant for its services.
- The City reserves the right to deny changes to the application once final approval is given.
- Failure to provide any requested information promptly or providing false information may result in denial or revocation of the Special Event Permit.

Failure to comply with any requirements of the Special Event Permit may result in the forfeiture of your deposit, immediate event suspension, and the denial of future event requests.

With my signature, I certify that I have read and agree to the City of Grand Haven Special Events Policy and all items listed in this application. I agree to abide by all applicable ordinances and regulations.

Signature 

Date 3/19/24



APPLICATION FOR PARK USE PERMIT

APPLICATION FEE \$35.00 -PAID:

FORM MUST BE SUBMITTED SIX (6) WEEKS PRIOR TO REQUESTED DATE

APPLICANT / SPONSORING ORGANIZATION INFORMATION

Applicant Name: Bluebird Cancer Retreats - Renee

Sponsor Organization: _____ Contact Person: Renee Denslow

Non-Profit Federal ID Number (if applicable): 38-3380540

Address: 917 W. Savidge St. #37 ^{Spring Lk} ~~Green~~ MI 49456

(616) 502-0669
Daytime Phone

rdenslow@bluebirdmi.org
Email Address

EVENT INFORMATION

Event Name: The Flock Party

Event Location: Lynne Sherwood Waterfront Stadium

Date(s) of Event: 6-20-24 Set Up Time: 9Am

Activity Start Time: 5pm Activity End Time: 10pm

Description of Type of Event: (concert, picnic, wedding, etc.): picnic

Estimated Number of Persons Attending: 1000

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1182

ALL QUESTIONS MUST BE ANSWERED OR APPLICATION WILL NOT BE ACCEPTED

GENERAL PUBLIC USE: This is a public park and use of this park and its fixtures (i.e. grill, cables) is not exclusive to the applicant and shall remain open to the general public. The Special Events and Project Manager will work with you in seeking approval from the various Boards and Departments, and final approval from the City Council for you to obtain a permit for your Special Event. Contact the Department of Public Works for the current fee schedule. Rental of a City Park for weddings, reunions, family gathering etc. will be handled by the Community Affairs Manager.

ALCOHOLIC BEVERAGES ARE PROHIBITED: The City Ordinance does not allow alcoholic beverages in any City park. The applicant is responsible to ensure that alcoholic beverages are not served as part of the event. Sec.5-12

INSURANCE CERTIFICATE REQUIRED (excluding weddings): A Certificate of Insurance for Comprehensive General Liability and Property Damage in the amount of \$1,000,000.00 naming the City of Grand Haven as the additional insured is required per occurrence. The Certificate of Insurance **must be submitted** with the application.

PROOF OF INSURANCE ATTACHED: Yes No

SELLING/FUNDRAISING:

Will any selling/fundraising occur? Yes No

If yes, also fill out the appropriate attached vendor sheets for Food Service Information (page 5). **No fee may be charged for the event or items sold associated with this event unless formal City Council approval and proof of insurance is obtained.**

SPONSORSHIP/BANNER/SIGNS:

Will any sponsorship occur? Yes No

Will any signs or banners be used? Yes No

If yes, banners must be 2' x 7', and will be placed by city staff at approved locations. All signs and banners must be approved brought to the Department of Public Works. A fee is required to hang all street banners see current fee schedule for rate. Banners will be removed and must be picked up after the event.

TENTS/CANOPIES:

Will any temporary structures be used? Yes No

If yes, please list the number of tents, sizes and location of each: _____

No tents or other temporary structures are allowed in any City Park without written approval of the Director of Public Works. Refer to the procedures described in Sec.3-C of the "Policy for City Park and Public Land Use" for the requirements. **Absolutely no stakes or poles in the ground are to be used in erecting tents. A diagram of the event layout must be included.**

EQUIPMENT/MATERIALS USED:

Will any equipment (chairs, tables, PA system, stage, platform, portable toilets or any other items) be set up in the Park? Yes No

If yes, please provide a list of the equipment and sizes that you are requesting approval for and set up location. No equipment or other fixtures are allowed in any City Park without approval of the Director of Public Works. Portable toilets and trash receptacles are required for large events as described in Sec.13-G of the "Policy for City Park and Public Land Use". If there will be amplified sound at the event, fill out the s. The applicant must follow the procedures described in the "Policy for City Park and Public Land Use" Insurance section 11 and Equipment and Signs Sec. 13-A.

MAP/LOCATION OF PARK: **If you are requesting equipment/materials or any other items to be set up for the event you must attach a map of the park indicating where the placement of these items will be.**

WALK-A-THON/BICYCLE/PARADE: If this event is a walk-a-thon, bicycle event or parade a map of the route must be attached. The Department of Public Safety and Department of Public Works will receive a copy and consider requests for temporary street closings, special posting and/or barricades.

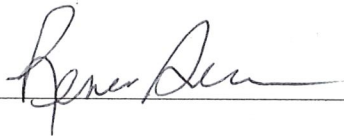
CLEANUP/DAMAGE: The applicant is responsible for any cleanup following this event and any damage done to City property. If the grounds are not satisfactory and trash receptacles not removed, the City of Grand Haven will bill you for services following the event. Grounds must be cleaned immediately following the close of the event. Refer to section 13-b in the "Policy for City Park and Public Land Use".

It is prohibited to use paint as markers for an event. If tape is used it must be completely pulled up immediately following the event. If we find a violation of the rule there will be a \$100 damage fee.

VIOLATIONS: Any violations may cause further applications to be denied. Refer to sections 17 and 18 in the "Policy for City Park and Public Land Use".

The undersigned declares and says he/she wishes to be permitted to perform the operation, service or act hereon and that the statements are true and correct to the best of his/her knowledge and belief, will comply with all provisions of the "Policy for City Park and Public Land Use" and the ordinances of the City of Grand Haven relative to the operation, service or act for which the permit is requested and agrees to hold the City of Grand Haven free and harmless from all liability which may be imposed upon it and to reimburse the City of Grand Haven for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the operation, service or act for which the permit was issued.

Signature of Applicant: _____



Date: _____

3/19/24

Payment can be made online at www.grandhaven.org, or mail a check with the application to the following address:

For Special Events Contact:

City of Grand Haven

Attn: Dana Kollewehr

519 Washington

Grand Haven, MI 49417

specialevents@grandhaven.org

Office: 616.847.3493

For General Park Rentals (weddings, reunions, baby showers etc) contact:

City of Grand Haven

Attn: Char Seise

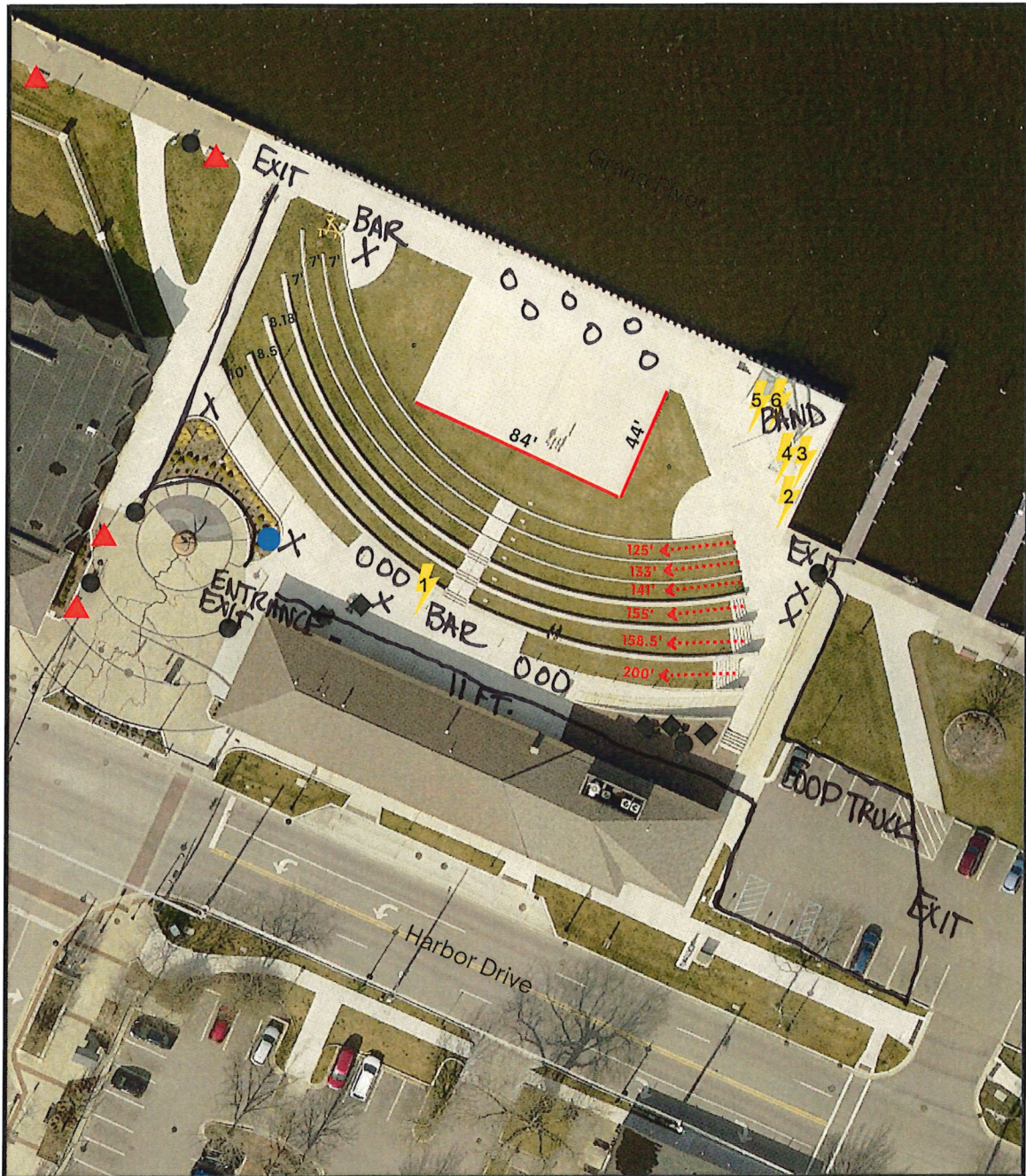
421 Columbus

Grand Haven, MI 49417


cseise@grandhaven.org







Office: 616.842.2550

LYNNE SHERWOOD WATERFONT STADIUM



MAP KEY

-  Public Bench
-  Waste Receptacle
-  Table and Seating
-  Water Connection (non-potable)
-  2- 20 Amp Outlets
-  1- 200 Amp Cam Lock Connection

-  High top tables
-  Cardboard trash containers
-  1- 50 Amp Outlet
-  3- 20 Amp Outlets
-  1- 50 Amp Outlet
-  3- 20 Amp Outlets



**City of Grand Haven
Department of Public Works
616-847-3493**



MEMORANDUM

TO: Parks and Recreation Board

CC: Jacob Hildebrand – Streets & Utilities Manager

FROM: Dana Kollewehr, Special Events and Project Manager *DK*

DATE: April 24, 2024

SUBJECT: East End Party in the Park (Recurring)

A special event application has been received on behalf of the Grand Haven-Spring Lake Sewer Authority to host the 3rd annual East End Party in the Park on Thursday, July 11th from 4:30 pm until 7:30 pm in East Grand River Park.

The free event is intended to bring the community together to enjoy their neighborhood and provides access to the Waste Water Treatment Plant. The event will include live music and food (cooked onsite with a grill). A layout of the event and tours is enclosed with most activity occurring near the basketball court and ball diamond. They anticipate roughly 350-500 people in attendance.

Event Set Up Time: Noon – 4:30 pm
Event Clean Up Time: 7:30 pm – 9:00 pm

Public Services Requested

- Showmobile
- Amplified sound
- Electricity
- Cooking onsite

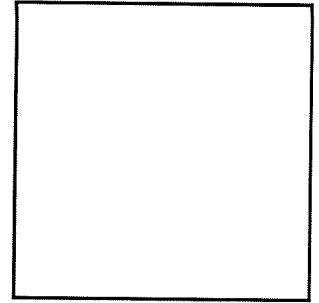
Public Space Requested

- East Grand River Park



CITY OF GRAND HAVEN RECURRING SPECIAL EVENT APPLICATION

OFFICE USE ONLY



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Completed applications and fees may be turned in to the Department of Public Works in person at 1120 Jackson Street, Grand Haven, MI 49417, and by mail, 519 Washington Ave. Grand Haven, MI 49417. Questions may be directed to 616-847-3493 or specialevents@grandhaven.org.

EVENT SUMMARY

EVENT NAME: East End Party in the Park
EVENT DATE(S): July 11, 2024
START TIME: 4:30 PM END TIME: 7:30 PM SET UP TIME: 10:00 AM TEAR DOWN COMPLETED BY: 8:00 PM

EVENT LOCATION(S): _____
Is this a recurring event in the City of Grand Haven? No Yes
If no, please complete full special event application

APPLICANT INFORMATION

ORGANIZATION NAME: Grand Haven-Spring Lake Sewer Authority
ORGANIZATION ADDRESS: 1525 Washington Ave.
RESPONSIBLE PARTY NAME: Ryan Vredeveld
RESPONSIBLE PARTY ADDRESS: same as above
APPLICANT PHONE: 616-847-3486 EMAIL: rvredeveld@grandhaven.org
EVENT DAY CONTACT (NAME/CELL PHONE): Ryan Vredeveld / 616-795-3169

Representative must be on site and available during entire event.

EVENT DETAILS & LOGISTICS

All event requests require a current to-scale map of the event site, setup, requested road closures, parking spaces, etc., to be submitted to the best of your knowledge at the time of application. For runs, walks, and parades, Public Safety reserves the right to amend route requests based on safety and staff requirements.

Provide a description of your event and outline any changes from the previous year.
Event will once again include WWTP tours w/ live music, food and games/activities for the kids. This event is FREE for anyone to attend.

Will there be food trucks/concessions? No Yes Inspections and permits required.
Will there be tents over 400 sq. feet? No Yes Inspection and permit required.
Will alcohol be served at the event? No Yes Separate license required through MLCC.

EVENT DETAILS & LOGISTICS CONTINUED

Department of Public Works Services (Check all that apply)

- | | | |
|---|--|--|
| <input type="checkbox"/> Banner, \$125-\$350 | <input type="checkbox"/> Electric, \$200 plus usage | <input type="checkbox"/> Stadium Fencing, \$800-\$4400 |
| <input type="checkbox"/> Barricades, \$3-\$15/each (# and type determined by Public Safety) | <input checked="" type="checkbox"/> Park Rental, fees vary by park | <input type="checkbox"/> Street Closures, \$150 |
| <input type="checkbox"/> Cardboard Trash Container/Liners, \$13/each | <input checked="" type="checkbox"/> Portable Mobile Stage (Showmobile), \$500-\$1025 | <input type="checkbox"/> Sound System, \$100 |
| | <input type="checkbox"/> Sanitation (Grey Water/Grease) | <input type="checkbox"/> Water, \$100 plus usage |

Additional incidental fees apply based on applicant requests. Parks/Facilities/Street rental fee will apply

LIABILITY INSURANCE

Liability insurance naming the City of Grand Haven as additional insured is required for all events.

SPECIAL EVENT FEES

Submit the special event and park application fees with completed application. Application fees are due at the time a completed application is submitted. A cost estimate of event fees will be provided upon staff review of application. See current fee schedule for additional fees and current rates.

To Be Completed by Applicant

City of Grand Haven Resident and Non Profit Discount

- Resident/Non-Profit Application Fee, \$100
- Non-Resident/Profit Application Fee, \$150
- Park Permit Application Fee, \$35
- Duncan Park Application Fee, \$25

- Residents & Non Profits located within the City of Grand Haven (COGH) are eligible for up to \$500 in discounted fees.
- Non-Profits located outside the COGH are eligible for up to \$250 in discounted fees.
- Discounts only apply to facility, park and public space rental fees (not incidental costs).
- Discounts are subject to approval and current special event policy.


I am requesting the maximum allowable discount (Initial Here): RV

REQUIREMENTS OF THE SPECIAL EVENT

- Applicant will comply with all rules and regulations of the City of Grand Haven Special Event Policy.
- Applicant shall comply with all City of Grand Haven Ordinances.
- The applicant organization will hold the City of Grand Haven harmless from all claims.
- Event grounds will be left clean and free of litter. Failure of the applicant to satisfactorily clean the site may result in the City cleaning the site and billing the applicant for its services.
- The City reserves the right to deny changes to the application once final approval is given.
- Failure to provide any requested information promptly or providing false information may result in denial or revocation of the Special Event Permit.

Failure to comply with any requirements of the Special Event Permit may result in the forfeiture of your deposit, immediate event suspension, and the denial of future event requests.

With my signature, I certify that I have read and agree to the City of Grand Haven Special Events Policy and all items listed in this application. I agree to abide by all applicable ordinances and regulations.

Signature 

Date 4/5/2024



APPLICATION FOR PARK USE PERMIT

APPLICATION FEE \$35.00 -PAID:

FORM MUST BE SUBMITTED SIX (6) WEEKS PRIOR TO REQUESTED DATE

APPLICANT / SPONSORING ORGANIZATION INFORMATION

Applicant Name: Ryan Vredeveld

Sponsor Organization: Grand Haven-Spring Lake Sewer Auth Contact Person: Ryan Vredeveld

Non-Profit Federal ID Number (if applicable): 320326842

Address: 1525 Washington Ave. Grand Haven MI 49417

616 847-3486 rvredeveld@grandhaven.org
Street City State Zip
Daytime Phone Email Address

EVENT INFORMATION

Event Name: East End Party in the Park

Event Location: East Grand River Park

Date(s) of Event: July 11, 2024 Set Up Time: 10 AM

Activity Start Time: 4:30 PM Activity End Time: 7:30 PM

Description of Type of Event: (concert, picnic, wedding, etc.): FREE public event with food, music, games and activities for kids with facility tours of the wastewater treatment plant

Estimated Number of Persons Attending: 350

ALL QUESTIONS MUST BE ANSWERED OR APPLICATION WILL NOT BE ACCEPTED

GENERAL PUBLIC USE: This is a public park and use of this park and its fixtures (i.e. grill, cables) is not exclusive to the applicant and shall remain open to the general public. The Special Events and Project Manager will work with you in seeking approval from the various Boards and Departments, and final approval from the City Council for you to obtain a permit for your Special Event. Contact the Department of Public Works for the current fee schedule. Rental of a City Park for weddings, reunions, family gathering etc. will be handled by the Community Affairs Manager.

ALCOHOLIC BEVERAGES ARE PROHIBITED: The City Ordinance does not allow alcoholic beverages in any City park. The applicant is responsible to ensure that alcoholic beverages are not served as part of the event. Sec.5-12

INSURANCE CERTIFICATE REQUIRED (excluding weddings): A Certificate of Insurance for Comprehensive General Liability and Property Damage in the amount of \$1,000,000.00 naming the City of Grand Haven as the additional insured is required per occurrence. The Certificate of Insurance **must be submitted** with the application.

PROOF OF INSURANCE ATTACHED: Yes No

SELLING/FUNDRAISING:

Will any selling/fundraising occur? Yes No

If yes, also fill out the appropriate attached vendor sheets for Food Service Information (page 5). **No fee may be charged for the event or items sold associated with this event unless formal City Council approval and proof of insurance is obtained.**

SPONSORSHIP/BANNER/SIGNS:

Will any sponsorship occur? Yes No

Will any signs or banners be used? Yes No

If yes, banners must be 2' x 7', and will be placed by city staff at approved locations. All signs and banners must be approved brought to the Department of Public Works. A fee is required to hang all street banners see current fee schedule for rate. Banners will be removed and must be picked up after the event.

TENTS/CANOPIES:

Will any temporary structures be used? Yes No

If yes, please list the number of tents, sizes and location of each: _____

No tents or other temporary structures are allowed in any City Park without written approval of the Director of Public Works. Refer to the procedures described in Sec.3-C of the "Policy for City Park and Public Land Use" for the requirements. **Absolutely no stakes or poles in the ground are to be used in erecting tents. A diagram of the event layout must be included.**

EQUIPMENT/MATERIALS USED:

Will any equipment (chairs, tables, PA system, stage, platform, portable toilets or any other items) be set up in the Park? Yes No

If yes, please provide a list of the equipment and sizes that you are requesting approval for and set up location. No equipment or other fixtures are allowed in any City Park without approval of the Director of Public Works. Portable toilets and trash receptacles are required for large events as described in Sec.13-G of the "Policy for City Park and Public Land Use". If there will be amplified sound at the event, fill out the s. The applicant must follow the procedures described in the "Policy for City Park and Public Land Use" Insurance section 11 and Equipment and Signs Sec. 13-A.

MAP/LOCATION OF PARK: If you are requesting equipment/materials or any other items to be set up for the event you must attach a map of the park indicating where the placement of these items will be.

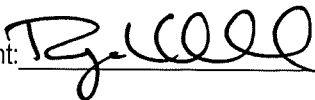
WALK-A-THON/BICYCLE/PARADE: If this event is a walk-a-thon, bicycle event or parade a map of the route must be attached. The Department of Public Safety and Department of Public Works will receive a copy and consider requests for temporary street closings, special posting and/or barricades.

CLEANUP/DAMAGE: The applicant is responsible for any cleanup following this event and any damage done to City property. If the grounds are not satisfactory and trash receptacles not removed, the City of Grand Haven will bill you for services following the event. Grounds must be cleaned immediately following the close of the event. Refer to section 13-b in the "Policy for City Park and Public Land Use".

It is prohibited to use paint as markers for an event. If tape is used it must be completely pulled up immediately following the event. If we find a violation of the rule there will be a \$100 damage fee.

VIOLATIONS: Any violations may cause further applications to be denied. Refer to sections 17 and 18 in the "Policy for City Park and Public Land Use".

The undersigned declares and says he/she wishes to be permitted to perform the operation, service or act hereon and that the statements are true and correct to the best of his/her knowledge and belief, will comply with all provisions of the "Policy for City Park and Public Land Use" and the ordinances of the City of Grand Haven relative to the operation, service or act for which the permit is requested and agrees to hold the City of Grand Haven free and harmless from all liability which may be imposed upon it and to reimburse the City of Grand Haven for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the operation, service or act for which the permit was issued.

Signature of Applicant: 

Date: 4/5/2024

Payment can be made online at www.grandhaven.org, or mail a check with the application to the following address:

For Special Events Contact:
City of Grand Haven
Attn: Dana Kollewehr
519 Washington
Grand Haven, MI 49417
specialevents@grandhaven.org
Office: 616.847.3493

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City of Grand Haven
Attn: Char Seise
421 Columbus
Grand Haven, MI 49417
cseise@grandhaven.org
Office: 616.842.2550



APPLICATION FOR WAIVER OF SOUND ORDINANCE

Application is hereby made for operating a loud speaking device within the City Grand Haven.

Date of Event: July 11, 2024

Location of Event: East Grand River Park

Time Requested for Broadcasting: 4:30 (am or pm) 7:30 (am or pm)

Contact Person: Ryan Vredeveld
(Print Name)

Sponsoring Organization: Grand Haven-Spring Lake Sewer Authority

Address: 1525 Washington Ave. Grand Haven, MI 49417

Phone: 616 847-3486 Fax: _____

APPROVAL: FOR OFFICE USE:	
City Manager _____	Date: _____
Public Safety _____	Date: _____
City Council Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date _____

- Approval is subject to the following regulations:
- Permit must be approved by the City Manager and Director of Public Safety.
 - Permit is to be issued only for matters of charitable, community, educational, recreational or religious purposes.
 - Permit will not be issued for more than two hours in any one-half day.
 - Vehicles with sound systems may not operate within 300 feet of a hospital or school (during school hours).
 - The sound equipment must be regulated so that if it is heard on the street, it will not create a nuisance.



FOOD SERVICE APPLICATION

Will there be food provided or served (with or without cost) at this event?

Yes

No

If you check yes, the following MUST be provided. As the applicant, you are responsible to ensure that food vendors have obtained the necessary documentation to serve food to the public. List all invited food service vendors, or the source of the food product:

Vendor <i>Quality Catering by August</i>	Contact Person <i>August Johnson</i>	Phone <i>616-402-6745</i>
Sales Tax License Number		
Description of food and manner in which it is prepared: <i>pork sandwiches and hot dogs over grill made off site and brought to event.</i>		

Vendor	Contact Person	Phone
Sales Tax License Number		
Description of food and manner in which it is prepared:		

Vendor	Contact Person	Phone
Sales Tax License Number		
Description of food and manner in which it is prepared:		





Google Earth

Imagery date: 3/19/...

30 m

Camera: 453 m 43°03'39"N 86°12'...





APPLICATION FOR PARK USE PERMIT

APPLICATION FEE \$35.00 -PAID:

FORM MUST BE SUBMITTED SIX (6) WEEKS PRIOR TO REQUESTED DATE

APPLICANT / SPONSORING ORGANIZATION INFORMATION

Applicant Name: Chely Ayala and Jennifer DeGraw

Sponsor Organization: _____ Contact Person: Jennifer DeGraw

Non-Profit Federal ID Number (if applicable): _____

Address: 102 1/2 W Mich Ave Apt 1 Marshall MI 49068

Street City State Zip
(269) 245-7030 Jennamariedegraw@gmail.com
Daytime Phone Email Address

EVENT INFORMATION

Event Name: Wedding

Event Location: Grand Haven State Park City Beach / Zone 11

Date(s) of Event: 9-13-24 Set Up Time: 5:00 pm

Activity Start Time: 7:00 pm Activity End Time: 8:30 pm

Description of Type of Event: (concert, picnic, wedding, etc.): Wedding Ceremony

Estimated Number of Persons Attending: 25

ALL QUESTIONS MUST BE ANSWERED OR APPLICATION WILL NOT BE ACCEPTED

GENERAL PUBLIC USE: This is a public park and use of this park and its fixtures (i.e. grill, cables) is not exclusive to the applicant and shall remain open to the general public. The Special Events and Project Manager will work with you in seeking approval from the various Boards and Departments, and final approval from the City Council for you to obtain a permit for your Special Event. Contact the Department of Public Works for the current fee schedule. Rental of a City Park for weddings, reunions, family gathering etc. will be handled by the Community Affairs Manager.

ALCOHOLIC BEVERAGES ARE PROHIBITED: The City Ordinance does not allow alcoholic beverages in any City park. The applicant is responsible to ensure that alcoholic beverages are not served as part of the event. Sec.5-12

INSURANCE CERTIFICATE REQUIRED (excluding weddings): A Certificate of Insurance for Comprehensive General Liability and Property Damage in the amount of \$1,000,000.00 naming the City of Grand Haven as the additional insured is required per occurrence. The Certificate of Insurance **must be submitted** with the application.

PROOF OF INSURANCE ATTACHED: Yes No

SELLING/FUNDRAISING:
Will any selling/fundraising occur? Yes No

If yes, also fill out the appropriate attached vendor sheets for Food Service Information (page 5). **No fee may be charged for the event or items sold associated with this event unless formal City Council approval and proof of insurance is obtained.**

SPONSORSHIP/BANNER/SIGNS:
Will any sponsorship occur? Yes No
Will any signs or banners be used? Yes No

If yes, banners must be 2' x 7', and will be placed by city staff at approved locations. All signs and banners must be approved brought to the Department of Public Works. A fee is required to hang all street banners see current fee schedule for rate. Banners will be removed and must be picked up after the event.

TENTS/CANOPIES:
Will any temporary structures be used? Yes No
If yes, please list the number of tents, sizes and location of each:

Wedding Archway

No tents or other temporary structures are allowed in any City Park without written approval of the Director of Public Works. Refer to the procedures described in Sec.3-C of the "Policy for City Park and Public Land Use" for the requirements. **Absolutely no stakes or poles in the ground are to be used in erecting tents. A diagram of the event layout must be included.**

EQUIPMENT/MATERIALS USED:
Will any equipment (chairs, tables, PA system, stage, platform, portable toilets or any other items) be set up in the Park? Yes No

If yes, please provide a list of the equipment and sizes that you are requesting approval for and set up location. No equipment or other fixtures are allowed in any City Park without approval of the Director of Public Works. Portable toilets and trash receptacles are required for large events as described in Sec.13-G of the "Policy for City Park and Public Land Use". If there will be amplified sound at the event, fill out the s. The applicant must follow the procedures described in the "Policy for City Park and Public Land Use" Insurance section 11 and Equipment and Signs Sec. 13-A.

MAP/LOCATION OF PARK: **If you are requesting equipment/materials or any other items to be set up for the event you must attach a map of the park indicating where the placement of these items will be.**

WALK-A-THON/BICYCLE/PARADE: If this event is a walk-a-thon, bicycle event or parade a map of the route must be attached. The Department of Public Safety and Department of Public Works will receive a copy and consider requests for temporary street closings, special posting and/or barricades.

CLEANUP/DAMAGE: The applicant is responsible for any cleanup following this event and any damage done to City property. If the grounds are not satisfactory and trash receptacles not removed, the City of Grand Haven will bill you for services following the event. Grounds must be cleaned immediately following the close of the event. Refer to section 13-b in the "Policy for City Park and Public Land Use".

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Signature of Applicant: 

Date: 4/5/24

Payment can be made online at www.grandhaven.org, or mail a check with the application to the following address:

For Special Events Contact:
City of Grand Haven
Attn: Dana Kollewehr
519 Washington
Grand Haven, MI 49417
specialevents@grandhaven.org
Office: 616.847.3493

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Attn: Char Seise
421 Columbus
Grand Haven, MI 49417
cseise@grandhaven.org
Office: 616.842.2550



APPLICATION FOR PARK USE PERMIT

APPLICATION FEE \$35.00 -PAID:

FORM MUST BE SUBMITTED SIX (6) WEEKS PRIOR TO REQUESTED DATE

APPLICANT / SPONSORING ORGANIZATION INFORMATION

Applicant Name: Mary Scott & Lauren Starke

Sponsor Organization: _____ Contact Person: _____

Non-Profit Federal ID Number (if applicable): _____

Address: 220 Clinton Ave Grand Haven MI 49417

Street

City

State

Zip

(616) 212-8971

laurenstarke@gmail.com

Daytime Phone

Email Address

EVENT INFORMATION

Event Name: 60th & 30th Birthday Pickleball Tournament

Event Location: Mulligans Hollow pickleball courts 6 pickelball courts

Date(s) of Event: April 14th Set Up Time: 12:30

Activity Start Time: 1:00 Activity End Time: 4:00

Description of Type of Event: (concert, picnic, wedding, etc.): _____

We are having a birthday party later in the evening at the Mulligan's Hollow lodge and are going to host a smal

Estimated Number of Persons Attending: 20?

ALL QUESTIONS MUST BE ANSWERED OR APPLICATION WILL NOT BE ACCEPTED

GENERAL PUBLIC USE: This is a public park and use of this park and its fixtures (i.e. grill, cables) is not exclusive to the applicant and shall remain open to the general public. The Special Events and Project Manager will work with you in seeking approval from the various Boards and Departments, and final approval from the City Council for you to obtain a permit for your Special Event. Contact the Department of Public Works for the current fee schedule. Rental of a City Park for weddings, reunions, family gathering etc. will be handled by the Community Affairs Manager.

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PROOF OF INSURANCE ATTACHED: Yes No

SELLING/FUNDRAISING:

Will any selling/fundraising occur? Yes No

If yes, also fill out the appropriate attached vendor sheets for Food Service Information (page 5). **No fee may be charged for the event or items sold associated with this event unless formal City Council approval and proof of insurance is obtained.**

SPONSORSHIP/BANNER/SIGNS:

Will any sponsorship occur? Yes No

Will any signs or banners be used? Yes No

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TENTS/CANOPIES:

Will any temporary structures be used? Yes No

If yes, please list the number of tents, sizes and location of each: _____

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EQUIPMENT/MATERIALS USED:

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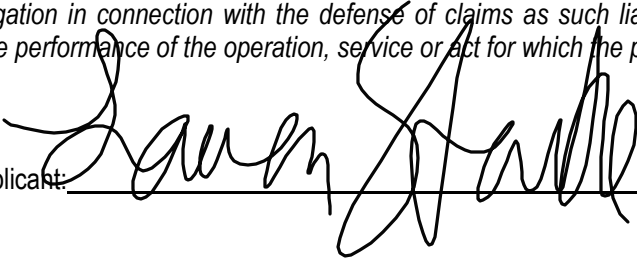
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Signature of Applicant:  Date: 04/18/2024

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FORM MUST BE SUBMITTED SIX (6) WEEKS PRIOR TO REQUESTED DATE

APPLICANT / SPONSORING ORGANIZATION INFORMATION

Applicant Name: _____

Sponsor Organization: _____ Contact Person: _____

Non-Profit Federal ID Number (if applicable): _____

Address: _____

Street

City

State

Zip

(____) _____

Daytime Phone

Email Address

EVENT INFORMATION

Event Name: _____

Event Location: _____

Date(s) of Event: _____ Set Up Time: _____

Activity Start Time: _____ Activity End Time: _____

Description of Type of Event: (concert, picnic, wedding, etc.): _____

Estimated Number of Persons Attending: _____

ALL QUESTIONS MUST BE ANSWERED OR APPLICATION WILL NOT BE ACCEPTED

GENERAL PUBLIC USE: This is a public park and use of this park and its fixtures (i.e. grill, cables) is not exclusive to the applicant and shall remain open to the general public. The Special Events and Project Manager will work with you in seeking approval from the various Boards and Departments, and final approval from the City Council for you to obtain a permit for your Special Event. Contact the Department of Public Works for the current fee schedule. Rental of a City Park for weddings, reunions, family gathering etc. will be handled by the Community Affairs Manager.

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Will any selling/fundraising occur? Yes No

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Signature of Applicant: _____ Date: _____

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City of Grand Haven
Attn: Char Seise
421 Columbus
Grand Haven, MI 49417
cseise@grandhaven.org
Office: 616.842.2550



APPLICATION FOR PARK USE PERMIT

APPLICATION FEE \$35.00 -PAID:

FORM MUST BE SUBMITTED SIX (6) WEEKS PRIOR TO REQUESTED DATE

APPLICANT / SPONSORING ORGANIZATION INFORMATION

Applicant Name: My Barefoot Wedding

Sponsor Organization: My Barefoot Wedding Contact Person: Josh Manner

Non-Profit Federal ID Number (if applicable): _____

Address: P.O. BOX 526 Grand Haven MI 49417
Street City State Zip

(616) 841-5623 events@mybarefootwedding.com
Daytime Phone Email Address

EVENT INFORMATION

Event Name: Glasgow-Hill Wedding Ceremony

Event Location: Grand Haven City Beach

Date(s) of Event: September 8th 2024 Set Up Time: 5:00 pm

Activity Start Time: 6pm Activity End Time: 7pm

Description of Type of Event: (concert, picnic, wedding, etc.): _____

Wedding Ceremony

Estimated Number of Persons Attending: 70

ALL QUESTIONS MUST BE ANSWERED OR APPLICATION WILL NOT BE ACCEPTED

GENERAL PUBLIC USE: This is a public park and use of this park and its fixtures (i.e. grill, cables) is not exclusive to the applicant and shall remain open to the general public. The Special Events and Project Manager will work with you in seeking approval from the various Boards and Departments, and final approval from the City Council for you to obtain a permit for your Special Event. Contact the Department of Public Works for the current fee schedule. Rental of a City Park for weddings, reunions, family gathering etc. will be handled by the Community Affairs Manager.

ALCOHOLIC BEVERAGES ARE PROHIBITED: The City Ordinance does not allow alcoholic beverages in any City park. The applicant is responsible to ensure that alcoholic beverages are not served as part of the event. Sec.5-12

INSURANCE CERTIFICATE REQUIRED (excluding weddings): A Certificate of Insurance for Comprehensive General Liability and Property Damage in the amount of \$1,000,000.00 naming the City of Grand Haven as the additional insured is required per occurrence. The Certificate of Insurance **must be submitted** with the application.

PROOF OF INSURANCE ATTACHED: Yes No

SELLING/FUNDRAISING:

Will any selling/fundraising occur? Yes No

If yes, also fill out the appropriate attached vendor sheets for Food Service Information (page 5). **No fee may be charged for the event or items sold associated with this event unless formal City Council approval and proof of insurance is obtained.**

SPONSORSHIP/BANNER/SIGNS:

Will any sponsorship occur? Yes No

Will any signs or banners be used? Yes No

If yes, banners must be 2' x 7', and will be placed by city staff at approved locations. All signs and banners must be approved brought to the Department of Public Works. A fee is required to hang all street banners see current fee schedule for rate. Banners will be removed and must be picked up after the event.

TENTS/CANOPIES:

Will any temporary structures be used? Yes No

If yes, please list the number of tents, sizes and location of each: _____

No tents or other temporary structures are allowed in any City Park without written approval of the Director of Public Works. Refer to the procedures described in Sec.3-C of the "Policy for City Park and Public Land Use" for the requirements. **Absolutely no stakes or poles in the ground are to be used in erecting tents. A diagram of the event layout must be included.**

EQUIPMENT/MATERIALS USED:

Will any equipment (chairs, tables, PA system, stage, platform, portable toilets or any other items) be set up in the Park? Yes No

If yes, please provide a list of the equipment and sizes that you are requesting approval for and set up location. No equipment or other fixtures are allowed in any City Park without approval of the Director of Public Works. Portable toilets and trash receptacles are required for large events as described in Sec.13-G of the "Policy for City Park and Public Land Use". If there will be amplified sound at the event, fill out the s. The applicant must follow the procedures described in the "Policy for City Park and Public Land Use" Insurance section 11 and Equipment and Signs Sec. 13-A.

MAP/LOCATION OF PARK: If you are requesting equipment/materials or any other items to be set up for the event you must attach a map of the park indicating where the placement of these items will be.

WALK-A-THON/BICYCLE/PARADE: If this event is a walk-a-thon, bicycle event or parade a map of the route must be attached. The Department of Public Safety and Department of Public Works will receive a copy and consider requests for temporary street closings, special posting and/or barricades.

CLEANUP/DAMAGE: The applicant is responsible for any cleanup following this event and any damage done to City property. If the grounds are not satisfactory and trash receptacles not removed, the City of Grand Haven will bill you for services following the event. Grounds must be cleaned immediately following the close of the event. Refer to section 13-b in the "Policy for City Park and Public Land Use".

It is prohibited to use paint as markers for an event. If tape is used it must be completely pulled up immediately following the event. If we find a violation of the rule there will be a \$100 damage fee.

VIOLATIONS: Any violations may cause further applications to be denied. Refer to sections 17 and 18 in the "Policy for City Park and Public Land Use".

The undersigned declares and says he/she wishes to be permitted to perform the operation, service or act hereon and that the statements are true and correct to the best of his/her knowledge and belief, will comply with all provisions of the "Policy for City Park and Public Land Use" and the ordinances of the City of Grand Haven relative to the operation, service or act for which the permit is requested and agrees to hold the City of Grand Haven free and harmless from all liability which may be imposed upon it and to reimburse the City of Grand Haven for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the operation, service or act for which the permit was issued.

Signature of Applicant:  Date: 4.22.24

Payment can be made online at www.grandhaven.org, or mail a check with the application to the following address:

For Special Events Contact:
City of Grand Haven
Attn: Dana Kollewehr
519 Washington
Grand Haven, MI 49417
specialerevents@grandhaven.org
Office: 616.847.3493

For General Park Rentals (weddings, reunions, baby showers etc) contact:
City of Grand Haven
Attn: Char Seise
420 Columbus
Grand Haven, MI 49417
cseise@grandhaven.org
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APPLICANT / SPONSORING ORGANIZATION INFORMATION

Applicant Name: MyBarefoot Wedding

Sponsor Organization: MyBarefoot Wedding Contact Person: Josh Manner

Non-Profit Federal ID Number (if applicable): _____

Address: P.O. BOX 526 Grand Haven MI 49417
Street City State Zip

(616) 841-5623
Daytime Phone

events@mybarefootwedding.com
Email Address

EVENT INFORMATION

Event Name: Littrell - Hix Wedding Ceremony

Event Location: Grand Haven City Beach

Date(s) of Event: June 8th 2024 Set Up Time: 9:30 AM

Activity Start Time: 10:30 AM Activity End Time: 11:00 AM

Description of Type of Event: (concert, picnic, wedding, etc.): wedding Ceremony

Estimated Number of Persons Attending: 20

ALL QUESTIONS MUST BE ANSWERED OR APPLICATION WILL NOT BE ACCEPTED

GENERAL PUBLIC USE: This is a public park and use of this park and its fixtures (i.e. grill, cables) is not exclusive to the applicant and shall remain open to the general public. The Special Events and Project Manager will work with you in seeking approval from the various Boards and Departments, and final approval from the City Council for you to obtain a permit for your Special Event. Contact the Department of Public Works for the current fee schedule. Rental of a City Park for weddings, reunions, family gathering etc. will be handled by the Community Affairs Manager.

ALCOHOLIC BEVERAGES ARE PROHIBITED: The City Ordinance does not allow alcoholic beverages in any City park. The applicant is responsible to ensure that alcoholic beverages are not served as part of the event. Sec.5-12

INSURANCE CERTIFICATE REQUIRED (excluding weddings): A Certificate of Insurance for Comprehensive General Liability and Property Damage in the amount of \$1,000,000.00 naming the City of Grand Haven as the additional insured is required per occurrence. The Certificate of Insurance **must be submitted** with the application.

PROOF OF INSURANCE ATTACHED: Yes No

SELLING/FUNDRAISING:

Will any selling/fundraising occur? Yes No

If yes, also fill out the appropriate attached vendor sheets for Food Service Information (page 5). **No fee may be charged for the event or items sold associated with this event unless formal City Council approval and proof of insurance is obtained.**

SPONSORSHIP/BANNER/SIGNS:

Will any sponsorship occur? Yes No

Will any signs or banners be used? Yes No

If yes, banners must be 2' x 7', and will be placed by city staff at approved locations. All signs and banners must be approved brought to the Department of Public Works. A fee is required to hang all street banners see current fee schedule for rate. Banners will be removed and must be picked up after the event.

TENTS/CANOPIES:

Will any temporary structures be used? Yes No

If yes, please list the number of tents, sizes and location of each: _____

No tents or other temporary structures are allowed in any City Park without written approval of the Director of Public Works. Refer to the procedures described in Sec.3-C of the "Policy for City Park and Public Land Use" for the requirements. **Absolutely no stakes or poles in the ground are to be used in erecting tents.** A diagram of the event layout must be included.

EQUIPMENT/MATERIALS USED:

Will any equipment (chairs, tables, PA system, stage, platform, portable toilets or any other items) be set up in the Park? Yes No

If yes, please provide a list of the equipment and sizes that you are requesting approval for and set up location. No equipment or other fixtures are allowed in any City Park without approval of the Director of Public Works. Portable toilets and trash receptacles are required for large events as described in Sec.13-G of the "Policy for City Park and Public Land Use". If there will be amplified sound at the event, fill out the s. The applicant must follow the procedures described in the "Policy for City Park and Public Land Use" Insurance section 11 and Equipment and Signs Sec. 13-A.

MAP/LOCATION OF PARK: If you are requesting equipment/materials or any other items to be set up for the event you must attach a map of the park indicating where the placement of these items will be.

WALK-A-THON/BICYCLE/PARADE: If this event is a walk-a-thon, bicycle event or parade a map of the route must be attached. The Department of Public Safety and Department of Public Works will receive a copy and consider requests for temporary street closings, special posting and/or barricades.

CLEANUP/DAMAGE: The applicant is responsible for any cleanup following this event and any damage done to City property. If the grounds are not satisfactory and trash receptacles not removed, the City of Grand Haven will bill you for services following the event. Grounds must be cleaned immediately following the close of the event. Refer to section 13-b in the "Policy for City Park and Public Land Use".

It is prohibited to use paint as markers for an event. If tape is used it must be completely pulled up immediately following the event. If we find a violation of the rule there will be a \$100 damage fee.

VIOLATIONS: Any violations may cause further applications to be denied. Refer to sections 17 and 18 in the "Policy for City Park and Public Land Use".

The undersigned declares and says he/she wishes to be permitted to perform the operation, service or act hereon and that the statements are true and correct to the best of his/her knowledge and belief, will comply with all provisions of the "Policy for City Park and Public Land Use" and the ordinances of the City of Grand Haven relative to the operation, service or act for which the permit is requested and agrees to hold the City of Grand Haven free and harmless from all liability which may be imposed upon it and to reimburse the City of Grand Haven for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the operation, service or act for which the permit was issued.

Signature of Applicant: M. Manger Date: 4.22.24

Payment can be made online at www.grandhaven.org, or mail a check with the application to the following address:

For Special Events Contact:
City of Grand Haven
Attn: Dana Kollewehr
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Grand Haven, MI 49417
specialerevents@grandhaven.org
Office: 616.847.3493

For General Park Rentals (weddings, reunions, baby showers etc) contact:
City of Grand Haven
Attn: Char Seise
420 Columbus
Grand Haven, MI 49417
cseise@grandhaven.org
Office: 616.842.2550



City of Grand Haven

APPLICATION FOR PARK USE PERMIT

APPLICATION FEE \$35.00 - PAID: _____

FORM MUST BE SUBMITTED SIX (6) WEEKS PRIOR TO REQUESTED DATE

APPLICANT / SPONSORING ORGANIZATION INFORMATION

Applicant Name: Lyndsay Huver

Sponsor Organization: _____ Contact Person: Valentina Noto
616-634-1813

Non-Profit Federal ID Number (if applicable): _____

Address: _____

Street	City	State	Zip
<u>616-916-6676</u>	<u>LHuver 00@icloud.com</u>		
Daytime Phone	Email Address		

EVENT INFORMATION

Event Name: Wedding

Event Location: to the left of Noto's property

Date(s) of Event: Aug 3, 2024 Set Up Time: 4:00 pm

Activity Start Time: 5:00 pm Activity End Time: 5:45 pm

Description of Type of Event: (concert, picnic, wedding, etc.): wedding

Estimated Number of Persons Attending: 30

> **ALL QUESTIONS MUST BE ANSWERED OR APPLICATION WILL NOT BE ACCEPTED**

GENERAL PUBLIC USE: This is a public park and use of this park and its fixtures (i.e. grill, cables) is not exclusive to the applicant and shall remain open to the general public. The Community Affairs Manager will work with you in seeking approval from the various Boards and Departments, and final approval from the City Council for you to obtain a permit. Contact the Community Center for a rate schedule.

ALCOHOLIC BEVERAGES ARE PROHIBITED: The City Ordinance does not allow alcoholic beverages in any City park. The applicant is responsible to ensure that alcoholic beverages are not served as part of the event. Sec.5-12

INSURANCE CERTIFICATE REQUIRED (excluding weddings): A Certificate of Insurance for Comprehensive General Liability and Property Damage in the amount of \$1,000,000.00 naming the City of Grand Haven as the additional insured is required per occurrence. The Certificate of Insurance **must be submitted** with the application.

PROOF OF INSURANCE ATTACHED: Yes No

SELLING/FUNDRAISING: Will any selling/fundraising occur? Yes No
If yes, also fill out the appropriate attached vendor sheets for Food Service Information (page 5). **No fee may be charged for the event or items sold associated with this event unless formal City Council approval and proof of insurance is obtained.**

SPONSORSHIP/BANNER/SIGNS: Will any sponsorship occur? Yes No
Will any signs or banners be used? Yes No
If yes, banners must be 2' x 7', and will be placed by city staff at approved locations. All signs and banners must be approved brought to the Community Center. A \$100 fee is required to hang all street banners. Banners will be removed and must be picked up after the event.

TENTS/CANOPIES: Will any temporary structures be used? Yes No
If yes, please list the number of tents, sizes and location of each: **TBD**
No tents or other temporary structures are allowed in any City Park without written approval of the Director of Public Works. Refer to the procedures described in Sec.3-C of the "Policy for City Park and Public Land Use" for the requirements. **Absolutely no stakes or poles in the ground are to be used in erecting tents. A diagram of the event layout must be included.**

EQUIPMENT/MATERIALS USED: Will any equipment (chairs, tables, PA system, stage, platform, portable toilets or any other items) be set up in the Park? Yes No.
If yes, please provide a list of the equipment and sizes that you are requesting approval for and set up location. No equipment or other fixtures are allowed in any City Park without approval of the Director of Public Works. Portable toilets and trash receptacles are required for large events as described in Sec.13-G of the "Policy for City Park and Public Land Use". If there will be amplified sound at the event, fill out the attached application on page 4. The applicant must follow the procedures described in the "Policy for City Park and Public Land Use" Insurance section 11 and Equipment and Signs Sec. 13-A.

MAP/LOCATION OF PARK: If you are requesting equipment/materials or any other items to be set up for the event you must attach a map of the park indicating where the placement of these items will be.

WALK-A-THON/BICYCLE/PARADE: If this event is a walk-a-thon, bicycle event or parade a map of the route must be attached. The Department of Public Safety and Department of Public Works will receive a copy and consider requests for temporary street closings, special posting and/or barricades.

CLEANUP/DAMAGE: The applicant is responsible for any cleanup following this event and any damage done to City property. If the grounds are not satisfactory and trash receptacles not removed, the City of Grand Haven will bill you for services following the event. Grounds must be cleaned immediately following the close of the event. Refer to section 13-b in the "Policy for City Park and Public Land Use".

It is prohibited to use paint as markers for an event. If tape is used it must be completely pulled up immediately following the event. If we find a violation of the rule there will be a \$100 damage fee.

VIOLATIONS: Any violations may cause further applications to be denied. Refer to sections 17 and 18 in the "Policy for City Park and Public Land Use".

The undersigned declares and says he/she wishes to be permitted to perform the operation, service or act hereon and that the statements are true and correct to the best of his/her knowledge and belief, will comply with all provisions of the "Policy for City Park and Public Land Use" and the ordinances of the City of Grand Haven relative to the operation, service or act for which the permit is requested and agrees to hold the City of Grand Haven free and harmless from all liability which may be imposed upon it and to reimburse the City of Grand Haven for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the operation, service or act for which the permit was issued.

Signature of Applicant: *Lyndsay Shree* Date: April 15, 2024

Payment can be made online <https://client.pointandpay.net/web/CityofGrandHavenMI>

or mail a check with the application to the following address:

City of Grand Haven
Attn: Char Seise
421 Columbus
Grand Haven, MI 49417
cseise@grandhaven.org
Office: 616.842.2550

APPLICATION FOR WAIVER OF SOUND ORDINANCE

Application is hereby made for operating a loud speaking device within the City of Grand Haven.

Date of Event: Aug 3, 2024

Location of Event: to the left of Notos

Time Requested for Broadcasting: 5pm - 5:45 ^{pm} (am or pm) pm (am or pm)

Contact Person: Valentina Noto
(Print Name)

Sponsoring Organization: _____

Address: _____

Phone: _____ Fax: _____

APPROVAL: FOR OFFICE USE:		
City Manager	_____	Date: _____
Public Safety	_____	Date: _____
Overall Approval:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date _____

Approval is subject to the following regulations:

- Permit must be approved by the City Manager and Director of Public Safety.
- Permit is to be issued only for matters of charitable, community, educational, recreational or religious purposes.
- Permit will not be issued for more than two hours in any one-half day.
- Vehicles with sound systems may not operate within 300 feet of a hospital or school (during school hours).

**City of Grand Haven
Department of Public Works
616-847-3493**



MEMORANDUM

TO: Parks and Recreation Board

FROM: Dana Kollewehr - Special Events and Project Manager *DK*

DATE: April 29, 2024

SUBJECT: Memorial Day Parade and Ceremony (Recurring)

A special event application has been received for the annual Memorial Day Parade and ceremony on Monday, May 27, 2024. The Grand Haven Memorial Day Association organizes the event in coordination with the American Legion Post 28, honoring our local Veterans.

The requested parade route begins at 6th Street and Washington, along Washington Avenue, to Harbor Drive to the Lynne Sherwood Waterfront Stadium. Parade staging takes place along Franklin, from 7th to 5th Street. A map of the route is enclosed. A memorial service will take place at the waterfront stadium, where a Coast Guard Boat will place flowers in the river, followed by a 21-gun salute and playing of TAPS. Waterfront activities are followed by a brief ceremony at the Veterans' Memorial on Y Drive and Lake Forest Cemetery. Organizers anticipate approximately 3,000 attendees.

The applicant is requesting that the parade route go through Washington Harbor Dr to First Street, which will be blocked off for the summer. Last year, DPS staff assisted in honoring this request, and they are requesting the same approved arrangement.

Event organizers request the city sound system and white folding chairs for the waterfront stadium ceremony. The Boy Scouts will assist in setting up and taking down the chairs. The enclosed application provides greater detail regarding the scheduled activities and parade route.

Event Set Up Time: 8:00 am
Event Time: 9:30 am-Noon

Public Services Requested

- City sound system
- 200 park chairs
- Electricity
- Banner
- Barricades and no parking signs

Public Space Requested

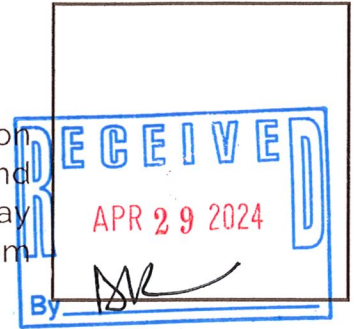
- Lynne Sherwood Waterfront Stadium



CITY OF GRAND HAVEN RECURRING SPECIAL EVENT APPLICATION

OFFICE USE ONLY

A special event application is required for any event on City property or using City services. The application and fees are due by **March 1st** for events held between May and August and **90+ days** before events occurring from September through April.



Completed applications and fees may be turned in to the Department of Public Works in person at 1120 Jackson Street, Grand Haven, MI 49417, and by mail, 519 Washington Ave. Grand Haven, MI 49417. Questions may be directed to 616-847-3493 or specialevents@grandhaven.org.

EVENT SUMMARY

EVENT NAME: Grand Haven Memorial Day Parade and Ceremonies

EVENT DATE(S): May 27, 2024

START TIME:	END TIME:	SET UP TIME:	TEAR DOWN COMPLETED BY:
<u>0800</u>	<u>1300</u>	<u>0800</u>	<u>1300</u>

EVENT LOCATION(S): 6th and Washington to Harbor - Parade. Waterfront Stadium, Veterans' Monument, GAR Lot

Is this a recurring event in the City of Grand Haven? No Yes

If no, please complete full special event application

APPLICANT INFORMATION

ORGANIZATION NAME: Grand Haven Memorial Day Association

ORGANIZATION ADDRESS: 509 Lafayette, Grand Haven, MI 49417

RESPONSIBLE PARTY NAME: Chris Streng

RESPONSIBLE PARTY ADDRESS: 509 Lafayette, Grand Haven, MI 49417

APPLICANT PHONE: 616.402.2115 EMAIL: chris.streng@glfia.com

EVENT DAY CONTACT (NAME/CELL PHONE): Chris Streng 616.402.2115

Representative must be on site and available during entire event.

EVENT DETAILS & LOGISTICS

All event requests require a current to-scale map of the event site, setup, requested road closures, parking spaces, etc., to be submitted to the best of your knowledge at the time of application. For runs, walks, and parades, Public Safety reserves the right to amend route requests based on safety and staff requirements.

Provide a description of your event and outline any changes from the previous year.

On May 20th City hangs Memorial Day Banner on Washington and 4th St. Items below are for May 27th:

0845: Parade staging area from 7th and Franklin to 5th and Franklin is closed by Public Safety. Parade vehicles and marchers begin to stage.

0930: Parade commences at 6th and Washington, head west on Washington to Harbor Dr. (remove barricades on Washington from 1st to Harbor).

1000: Waterfront ceremony commences - Coast Guard boat will transit placing flowers in river, 21 gun salute, and playing of TAPS.

1100: Waterfront ceremony ends and participants head to a brief ceremony at Veterans' Monument - 21 gun salute and TAPS.

1130: Grand Army of the Republic (Lake Forest Cemetery) ceremony - 21 gun salute and TAPS.

- Will there be food trucks/concessions? No Yes Inspections and permits required.
- Will there be tents over 400 sq. feet? No Yes Inspection and permit required.
- Will alcohol be served at the event? No Yes Separate license required through MLCC.

EVENT DETAILS & LOGISTICS CONTINUED

Department of Public Works Services (Check all that apply)

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Banner, \$125-\$350 | <input checked="" type="checkbox"/> Electric, \$200 plus usage | <input type="checkbox"/> Stadium Fencing, \$800-\$4400 |
| <input checked="" type="checkbox"/> Barricades, \$3-\$15/each (# and type determined by Public Safety) | <input type="checkbox"/> Park Rental, fees vary by park | <input checked="" type="checkbox"/> Street Closures, \$150 |
| <input type="checkbox"/> Cardboard Trash Container/Liners, \$13/each | <input type="checkbox"/> Portable Mobile Stage (Showmobile), \$500-\$1025 | <input checked="" type="checkbox"/> Sound System, \$100 |
| | <input type="checkbox"/> Sanitation (Grey Water/Grease) | <input type="checkbox"/> Water, \$100 plus usage |

Additional incidental fees apply based on applicant requests. Parks/Facilities/Street rental fee will apply

LIABILITY INSURANCE

Liability insurance naming the City of Grand Haven as additional insured is required for all events.

SPECIAL EVENT FEES

Submit the special event and park application fees with completed application. Application fees are due at the time a completed application is submitted. A cost estimate of event fees will be provided upon staff review of application. See current fee schedule for additional fees and current rates.

To Be Completed by Applicant

- Resident/Non-Profit Application Fee, \$100
- Non-Resident/Profit Application Fee, \$150
- Park Permit Application Fee, \$35
- Duncan Park Application Fee, \$25

City of Grand Haven Resident and Non Profit Discount

- Residents & Non Profits located within the City of Grand Haven (COGH) are eligible for up to \$500 in discounted fees.
- Non-Profits located outside the COGH are eligible for up to \$250 in discounted fees.
- Discounts only apply to facility, park and public space rental fees (not incidental costs).
- Discounts are subject to approval and current special event policy.

I am requesting the maximum allowable discount (Initial Here): CLS

REQUIREMENTS OF THE SPECIAL EVENT

- Applicant will comply with all rules and regulations of the City of Grand Haven Special Event Policy.
- Applicant shall comply with all City of Grand Haven Ordinances.
- The applicant organization will hold the City of Grand Haven harmless from all claims.
- Event grounds will be left clean and free of litter. Failure of the applicant to satisfactorily clean the site may result in the City cleaning the site and billing the applicant for its services.
- The City reserves the right to deny changes to the application once final approval is given.
- Failure to provide any requested information promptly or providing false information may result in denial or revocation of the Special Event Permit.

Failure to comply with any requirements of the Special Event Permit may result in the forfeiture of your deposit, immediate event suspension, and the denial of future event requests.

With my signature, I certify that I have read and agree to the City of Grand Haven Special Events Policy and all items listed in this application. I agree to abide by all applicable ordinances and regulations.


 Signature

 4/29/24
 Date



APPLICATION FOR PARK USE PERMIT

APPLICATION FEE \$35.00 -PAID:

FORM MUST BE SUBMITTED SIX (6) WEEKS PRIOR TO REQUESTED DATE

APPLICANT / SPONSORING ORGANIZATION INFORMATION

Applicant Name: Chris Streng

Sponsor Organization: GH Memorial Day Association Contact Person: Chris Streng

Non-Profit Federal ID Number (if applicable): 83-1454613

Address: 509 Lafayette Grand Haven MI 49417

616 402215 Street City State Zip

(616) 402215 chris.streng@glfia.com
Daytime Phone Email Address

EVENT INFORMATION

Event Name: Grand Haven Memorial Day Parade and Ceremonies

Event Location: 6th and Washington to Harbor - Parade. Waterfront Stadium, Veterans' Memorial, GAR Lot

Date(s) of Event: May 27, 2024 Set Up Time: 0800

Activity Start Time: 0930 Activity End Time: 1300

Description of Type of Event: (concert, picnic, wedding, etc.): Parade and ceremonies

Estimated Number of Persons Attending: 3000

ALL QUESTIONS MUST BE ANSWERED OR APPLICATION WILL NOT BE ACCEPTED

GENERAL PUBLIC USE: This is a public park and use of this park and its fixtures (i.e. grill, cables) is not exclusive to the applicant and shall remain open to the general public. The Special Events and Project Manager will work with you in seeking approval from the various Boards and Departments, and final approval from the City Council for you to obtain a permit for your Special Event. Contact the Department of Public Works for the current fee schedule. Rental of a City Park for weddings, reunions, family gathering etc. will be handled by the Community Affairs Manager.

ALCOHOLIC BEVERAGES ARE PROHIBITED: The City Ordinance does not allow alcoholic beverages in any City park. The applicant is responsible to ensure that alcoholic beverages are not served as part of the event. Sec.5-12

INSURANCE CERTIFICATE REQUIRED (excluding weddings): A Certificate of Insurance for Comprehensive General Liability and Property Damage in the amount of \$1,000,000.00 naming the City of Grand Haven as the additional insured is required per occurrence. The Certificate of Insurance **must be submitted** with the application.

PROOF OF INSURANCE ATTACHED: Yes No

SELLING/FUNDRAISING:

Will any selling/fundraising occur? Yes No

If yes, also fill out the appropriate attached vendor sheets for Food Service Information (page 5). **No fee may be charged for the event or items sold associated with this event unless formal City Council approval and proof of insurance is obtained.**

SPONSORSHIP/BANNER/SIGNS:

Will any sponsorship occur? Yes No

Will any signs or banners be used? Yes No

If yes, banners must be 2' x 7', and will be placed by city staff at approved locations. All signs and banners must be approved brought to the Department of Public Works. A fee is required to hang all street banners see current fee schedule for rate. Banners will be removed and must be picked up after the event.

TENTS/CANOPIES:

Will any temporary structures be used? Yes No

If yes, please list the number of tents, sizes and location of each: _____

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EQUIPMENT/MATERIALS USED:

Will any equipment (chairs, tables, PA system, stage, platform, portable toilets or any other items) be set up in the Park? Yes No

If yes, please provide a list of the equipment and sizes that you are requesting approval for and set up location. No equipment or other fixtures are allowed in any City Park without approval of the Director of Public Works. Portable toilets and trash receptacles are required for large events as described in Sec.13-G of the "Policy for City Park and Public Land Use". If there will be amplified sound at the event, fill out the s. The applicant must follow the procedures described in the "Policy for City Park and Public Land Use" Insurance section 11 and Equipment and Signs Sec. 13-A.

City to provide sound system, using the max number of speakers available. Last year a complaint was that audience members could not hear readings. City provide white folding chairs - Boy Scouts will place chairs at Waterfront Stadium (able to be onsite as early as 7am) and can pull chairs from train depot. American Legion will provide sound system for Veterans' Memorial ceremony. Clear Washington of cars.

MAP/LOCATION OF PARK: If you are requesting equipment/materials or any other items to be set up for the event you must attach a map of the park indicating where the placement of these items will be.

WALK-A-THON/BICYCLE/PARADE: If this event is a walk-a-thon, bicycle event or parade a map of the route must be attached. The Department of Public Safety and Department of Public Works will receive a copy and consider requests for temporary street closings, special posting and/or barricades.

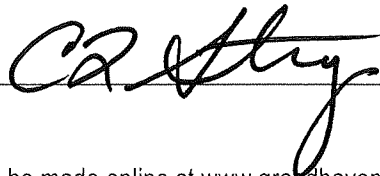
CLEANUP/DAMAGE: The applicant is responsible for any cleanup following this event and any damage done to City property. If the grounds are not satisfactory and trash receptacles not removed, the City of Grand Haven will bill you for services following the event. Grounds must be cleaned immediately following the close of the event. Refer to section 13-b in the "Policy for City Park and Public Land Use".

It is prohibited to use paint as markers for an event. If tape is used it must be completely pulled up immediately following the event. If we find a violation of the rule there will be a \$100 damage fee.

VIOLATIONS: Any violations may cause further applications to be denied. Refer to sections 17 and 18 in the "Policy for City Park and Public Land Use".

The undersigned declares and says he/she wishes to be permitted to perform the operation, service or act hereon and that the statements are true and correct to the best of his/her knowledge and belief, will comply with all provisions of the "Policy for City Park and Public Land Use" and the ordinances of the City of Grand Haven relative to the operation, service or act for which the permit is requested and agrees to hold the City of Grand Haven free and harmless from all liability which may be imposed upon it and to reimburse the City of Grand Haven for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the operation, service or act for which the permit was issued.

Signature of Applicant: _____

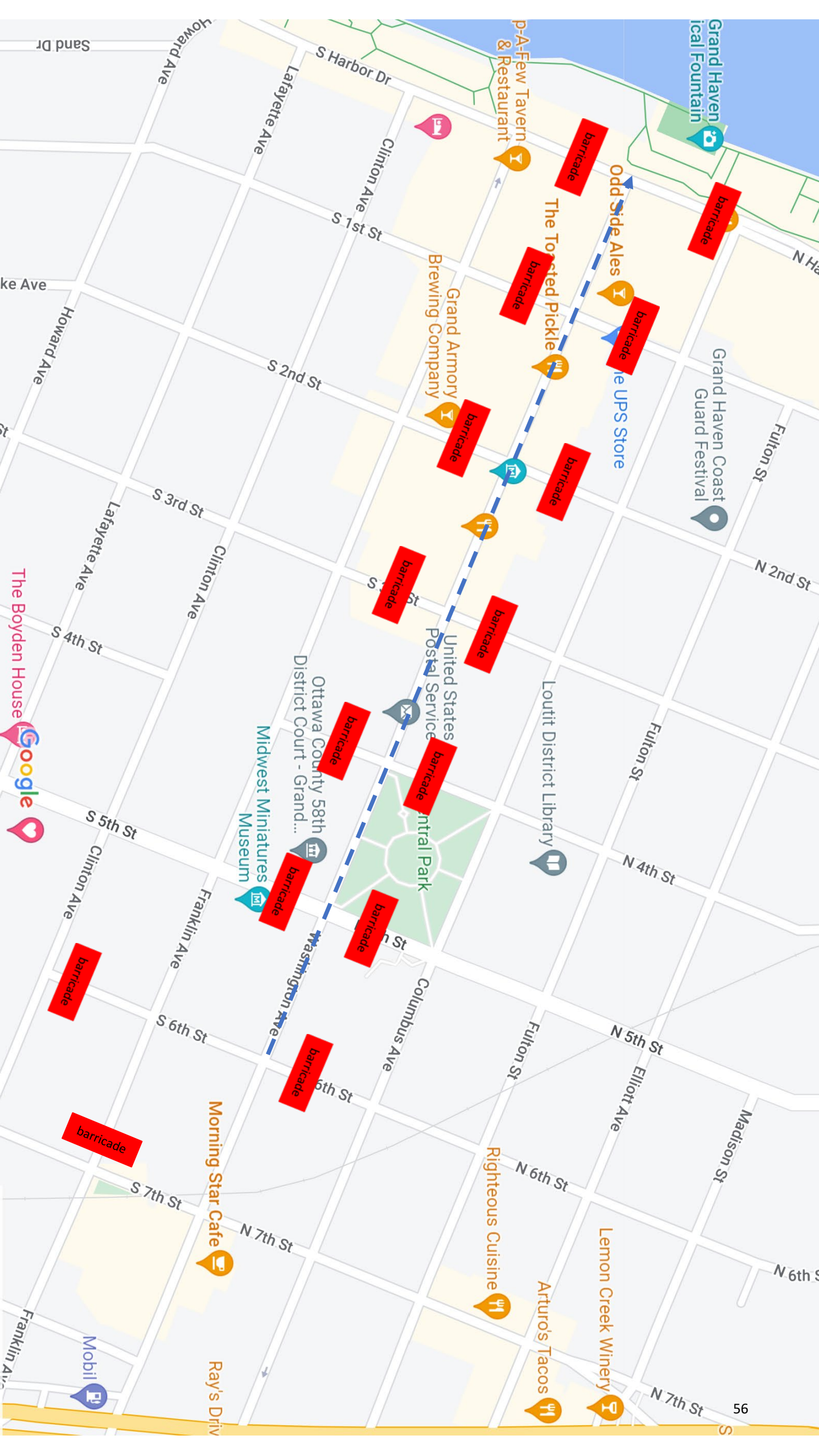


Date: 04/29/2024

Payment can be made online at www.grandhaven.org, or mail a check with the application to the following address:

For Special Events Contact:
City of Grand Haven
Attn: Dana Kollewehr
519 Washington
Grand Haven, MI 49417
specialevents@grandhaven.org
Office: 616.847.3493

For General Park Rentals (weddings, reunions, baby showers etc) contact:
City of Grand Haven
Attn: Char Seise
421 Columbus
Grand Haven, MI 49417
cseise@grandhaven.org
Office: 616.842.2550



Grand Haven
ical Fountain

Grand Haven Coast
Guard Festival

p-A-Few Tavern
& Restaurant

The Toasted Pickle

Grand Army
Brewing Company

Odd Side Ales

UPS Store

United States
Postal Service

Louitt District Library

Central Park

Ottawa County 58th
District Court - Grand...

Midwest Miniatures
Museum

Morning Star Cafe

Righteous Cuisine

Arturo's Tacos

Lemon Creek Winery

Ray's Drive

The Boyden House

Google

**City of Grand Haven
Department of Public Works
616-847-3493**



MEMORANDUM

TO: Parks and Recreation Board

FROM: Dana Kollewehr - Special Events and Project Manager *DK*

DATE: April 30, 2024

SUBJECT: Waterfront Pavilion Yoga (NEW)

Body Haus Lifestyle Club, located in Spring Lake, has submitted an application for a new event at Lynne Sherwood Waterfront Stadium on June 21, 2024. The event, called Waterfront Pavilion Yoga, will invite the community to participate in a free family-friendly yoga class in recognition of International Day of Yoga.

Yoga instructions will be given from a Body Haus Lifestyle Club yoga instructor on the pavilion stage. The yoga instructor will use a PA headset and speaker system provided by Body Haus. Attendees will place yoga mats on the concrete pad in front of the stage. The free event is intended for all ages, local residents and visitors.

Event Set Up Time: 3:00 pm

Event Time: 4:00 pm

Event Clean Up by: Immediately following event

Public Services Requested

- Electricity

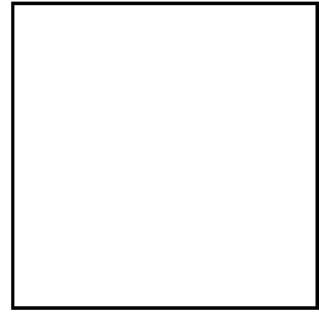
Public Space Requested

- Lynne Sherwood Waterfront Stadium



CITY OF GRAND HAVEN SPECIAL EVENT APPLICATION

OFFICE USE ONLY



A special event application is required for any event held on City property or using City services. The application and fees are due by **March 1st** for events held between May and August and **90+ days** before events occurring from September through April.

Completed applications and fees may be turned in to the Department of Public Works in person at 1120 Jackson Street, Grand Haven, MI 49417, and by mail, 519 Washington Ave. Grand Haven, MI 49417. Questions may be directed to 616-847-3493 or specialevents@grandhaven.org.

EVENT SUMMARY

EVENT NAME: Waterfront Pavilion Yoga

EVENT DATE(S): June 21st 2024

START TIME:	END TIME:	SET UP TIME:	TEAR DOWN COMPLETED BY:
<u>4pm or after</u>	<u>5pm or 1 hour after</u>	<u>3:00pm</u>	<u>Body Haus Team</u>

EVENT LOCATION(S): Waterfront Pavilion

Is this a new event in the City of Grand Haven? No Yes*

***New events require discussion with Special Events and Project Manager before submitting application.**

EVENT WEBSITE (optional): www.bodyhauslifestyleclub.com

Would you like your event listed on the City's social media, free of charge? No Yes

APPLICANT INFORMATION

ORGANIZATION NAME: Body Haus Lifestyle Club Inc.

ORGANIZATION ADDRESS: 15549 Cleveland St. Spring Lake, MI 49456

RESPONSIBLE PARTY NAME: Matthew Hayden

RESPONSIBLE PARTY ADDRESS: 15053 161st Ave, Grand Haven, MI 49417

APPLICANT PHONE: 231-260-0818 EMAIL: matthew@bodyhauslifestyleclub.com

EVENT DAY CONTACT (NAME/PHONE): Matthew Hayden 231-260-0818

Representative must be on site and available during entire event.

EVENT DETAILS & LOGISTICS

All event requests require a current to-scale map of the event site that includes setup, requested road closures, parking spaces, etc., to be submitted to the best of your knowledge at the time of application. Public Safety reserves the right to amend route requests based on safety and staff requirements for runs, walks, and parades.

Provide a detailed description of your event. Use additional sheet if necessary.

We will offer the community a one hour family friendly yoga class in recognition of the International Day of Yoga. Yoga instructions will be given from a Body Haus Lifestyle Club yoga instructor on the pavilion stage. The yoga instructor will use a PA headset and speaker system provided by Body Haus Lifestyle Club. Attendees will place yoga mats and participate on the concrete pad in front of the stage. No additional resources or support to Body Haus Lifestyle Club is needed to execute the event. The event welcomes all ages, local residents and visitors to GH.

EVENT DETAILS & LOGISTICS CONTINUED

Department of Public Works Services (Check all that apply)

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Banners, \$125-\$350 | <input checked="" type="checkbox"/> Electric, \$200 plus usage | <input type="checkbox"/> Stadium Fencing, \$800-\$4400 |
| <input type="checkbox"/> Barricades, \$3-\$15 (# and type determined by Public Safety) | <input type="checkbox"/> Park Rental, fees vary by park | <input type="checkbox"/> Street Closures, \$150 |
| <input type="checkbox"/> Cardboard Trash Container/Liner, \$13 each | <input type="checkbox"/> Portable Stage (Showmobile), \$500-\$1025 | <input type="checkbox"/> Sound System, \$100 |
| | <input type="checkbox"/> Sanitation (Grey Water/Grease) | <input type="checkbox"/> Water, \$100 plus usage |

Additional incidental fees apply based on applicant requests. Parks/Facilities/Street rental fee will apply.

Will this event provide portable restrooms? No Yes # of units? ___ # of ADA units? ___

Will this event provide dumpster(s)? No Yes **NOTE: Portable restrooms and/or dumpsters may be required.**

Will there be entertainment? No Yes Will there be amplified sound? No Yes

If yes, check all that apply DJ Live Acoustic Live Amplified Other _____

This event is (please select one) Open to the public Private/Ticketed Invitation Only

PUBLIC SAFETY

Will there be food trucks/food concessions? No Yes*

Contact the Health Department for requirements and to schedule inspections.

Food truck vendors must have an annual inspection and permit from the Grand Haven Fire Marshal.

Will there be food cooked on-site? No Yes

If yes, how will food be cooked? Gas Charcoal Fryers Electric

Will there be pyrotechnics? No Yes

Will you provide your own security? No Yes

Will there be assembly tents at the event? No Yes

If yes, how many? _____ Total Size _____

Tents over 400 sq. ft. require a tent permit, fee and diagram. A permit application will be sent to you if required. An inspection must be conducted by the Fire Marshal.

ALCOHOL SERVICE

Will there be alcohol sold/served at the event? No Yes (if yes, complete the remainder of this section)

Applicants must contact the Grand Haven Department of Public Safety to apply for a separate liquor license.

The liquor license application also requires approval from the Michigan Liquor Control Commission following City Council approval.

Name of non-profit organization applying for the liquor license?

Contact Name: _____

Phone Number: _____

STREET & PARKING LOT CLOSURES

Please complete this section if you are requesting street closures or use of City parking lots. List the streets/parking lots you are requesting to close. Include the required map with your application, identifying street and parking lot closures.

STREET/PARKING LOT TO BE CLOSED	FROM WHICH INTERSECTION/LOCATION	TO WHICH INTERSECTION
Example - Harbor Drive	Columbus	Franklin

To help ensure the safety of event participants and the public, street closures require the following:

- **Barricades:** Street closures generally require barricades, which the City provides. The number of barricades will be determined by Public Safety, and a fee will be assessed to the applicant. **Barricades are to be set up by the event organizer.**
- **Race Routes:** Organizers must use the City's pre-approved route and mark the route with the City's race route signs.
- **No Parking Signage:** "No parking" signs must be posted 24 hours before an event for Public Safety to enforce the No Parking Order. If the areas you are requesting to use contain accessible parking spaces, those spaces must be replaced at a nearby location.
- **Notification of Affected Parties:** Applicant must notify property owners along the street closure route of the date and time of street closures. You can do this by delivering a notice in person or by mailing a notice to the property owner. **The Special Events and Project Manager can provide you with the names and addresses of property owners along your route for mailing purposes.**

LIABILITY INSURANCE

Liability insurance naming the City of Grand Haven as additional insured is required for all events. You may contact an insurance agent of your choice to obtain liability insurance coverage. Please inform your insurance agent that the wording on the certificate must read: The City of Grand Haven, as additional insured in the amount of \$1,000,000 per occurrence 519 Washington Avenue Grand Haven, MI 49417

An acceptable certificate of insurance must be submitted no later than **14 days** before the event date.

Name of Insurance Company/Agent: _____
Phone Number of Company/Agent: _____

SPECIAL EVENT FEES

Submit the special event and park application fees with completed application. Applications will not be processed without the application fee being paid. A cost estimate of event fees will be provided upon staff review of application. See current fee schedule for additional fees and current rates.

To Be Completed by Applicant	City of Grand Haven Resident and Non-Profit Discount
<input checked="" type="checkbox"/> Resident/Non-Profit Application Fee, \$100	<ul style="list-style-type: none"> • Residents and non-profits within the City of Grand Haven (COGH) are eligible for up to \$500 in discounted fees. • Non-profits outside the COGH are eligible for up to \$250 in discounted fees. • Discounts only apply to facility, park, and public space rental fees (not incidental costs). • Discounts are subject to approval and current special event policy.
<input type="checkbox"/> Non-Resident/Profit Application Fee, \$150	
<input checked="" type="checkbox"/> Park Permit Application, \$35	
<input type="checkbox"/> Duncan Park Application, \$25	
<p>I am requesting the maximum allowable discount (Initial Here): <u> MH </u></p>	

REQUIREMENTS OF THE SPECIAL EVENT

- Applicant will comply with all rules and regulations of the City of Grand Haven Special Event Policy.
- Applicant shall comply with all City of Grand Haven Ordinances.
- The applicant organization will hold the City of Grand Haven harmless from all claims.
- Event grounds will be left clean and free of litter. Failure of the applicant to satisfactorily clean the site may result in the City cleaning the site and billing the applicant for its services.
- The City reserves the right to deny changes to the application once final approval is given.
- Failure to provide any requested information promptly or providing false information may result in denial or revocation of the Special Event Permit.
- Your completed application will be routed to all necessary departments by the Special Events and Project Manager for their recommendation to City Council.

Failure to comply with any requirements of the Special Event Permit may result in the forfeiture of your deposit, the cancellation of the event, and/or the denial of future event requests.

With my signature, I certify that I have read and agree to the City of Grand Haven Special Events Policy and all items listed in this application. I agree to abide by all applicable City of Grand Haven ordinances and regulations.

	4/29/2024
Signature	Date



APPLICATION FOR PARK USE PERMIT

APPLICATION FEE \$35.00 -PAID:

FORM MUST BE SUBMITTED SIX (6) WEEKS PRIOR TO REQUESTED DATE

APPLICANT / SPONSORING ORGANIZATION INFORMATION

Applicant Name: Body Haus Lifestyle Club

Sponsor Organization: Body Haus Lifestyle Club Contact Person: Matthew Hayden

Non-Profit Federal ID Number (if applicable): _____

Address: 15549 Cleveland St Spring Lake MI 49456

Street

City

State

Zip

(231)

260-0818

matthew@bodyhauslifestyleclub.com

Daytime Phone

Email Address

EVENT INFORMATION

Event Name: Waterfront Pavilion Yoga

Event Location: Waterfront Pavilion

Date(s) of Event: June 21st 2024 Set Up Time: 3pm

Activity Start Time: 4pm Activity End Time: 5pm

Description of Type of Event: (concert, picnic, wedding, etc.): All ages and family friendly yoga class
in recognition of International Yoga Day.

Estimated Number of Persons Attending: 100

ALL QUESTIONS MUST BE ANSWERED OR APPLICATION WILL NOT BE ACCEPTED

GENERAL PUBLIC USE: This is a public park and use of this park and its fixtures (i.e. grill, cables) is not exclusive to the applicant and shall remain open to the general public. The Special Events and Project Manager will work with you in seeking approval from the various Boards and Departments, and final approval from the City Council for you to obtain a permit for your Special Event. Contact the Department of Public Works for the current fee schedule. Rental of a City Park for weddings, reunions, family gathering etc. will be handled by the Community Affairs Manager.

ALCOHOLIC BEVERAGES ARE PROHIBITED: The City Ordinance does not allow alcoholic beverages in any City park. The applicant is responsible to ensure that alcoholic beverages are not served as part of the event. Sec.5-12

INSURANCE CERTIFICATE REQUIRED (excluding weddings): A Certificate of Insurance for Comprehensive General Liability and Property Damage in the amount of \$1,000,000.00 naming the City of Grand Haven as the additional insured is required per occurrence. The Certificate of Insurance **must be submitted** with the application.

PROOF OF INSURANCE ATTACHED: Yes No

SELLING/FUNDRAISING:

Will any selling/fundraising occur? Yes No

If yes, also fill out the appropriate attached vendor sheets for Food Service Information (page 5). **No fee may be charged for the event or items sold associated with this event unless formal City Council approval and proof of insurance is obtained.**

SPONSORSHIP/BANNER/SIGNS:

Will any sponsorship occur? Yes No

Will any signs or banners be used? Yes No

If yes, banners must be 2' x 7', and will be placed by city staff at approved locations. All signs and banners must be approved brought to the Department of Public Works. A fee is required to hang all street banners see current fee schedule for rate. Banners will be removed and must be picked up after the event.

TENTS/CANOPIES:

Will any temporary structures be used? Yes No

If yes, please list the number of tents, sizes and location of each: _____

No tents or other temporary structures are allowed in any City Park without written approval of the Director of Public Works. Refer to the procedures described in Sec.3-C of the "Policy for City Park and Public Land Use" for the requirements. **Absolutely no stakes or poles in the ground are to be used in erecting tents. A diagram of the event layout must be included.**

EQUIPMENT/MATERIALS USED:

Will any equipment (chairs, tables, PA system, stage, platform, portable toilets or any other items) be set up in the Park? Yes No

If yes, please provide a list of the equipment and sizes that you are requesting approval for and set up location. No equipment or other fixtures are allowed in any City Park without approval of the Director of Public Works. Portable toilets and trash receptacles are required for large events as described in Sec.13-G of the "Policy for City Park and Public Land Use". If there will be amplified sound at the event, fill out the s. The applicant must follow the procedures described in the "Policy for City Park and Public Land Use" Insurance section 11 and Equipment and Signs Sec. 13-A.

We will use a small PA and speaker system for Yoga instructor and Live Acoustic Music

MAP/LOCATION OF PARK: **If you are requesting equipment/materials or any other items to be set up for the event you must attach a map of the park indicating where the placement of these items will be.**


WALK-A-THON/BICYCLE/PARADE: If this event is a walk-a-thon, bicycle event or parade a map of the route must be attached. The Department of Public Safety and Department of Public Works will receive a copy and consider requests for temporary street closings, special posting and/or barricades.

CLEANUP/DAMAGE: The applicant is responsible for any cleanup following this event and any damage done to City property. If the grounds are not satisfactory and trash receptacles not removed, the City of Grand Haven will bill you for services following the event. Grounds must be cleaned immediately following the close of the event. Refer to section 13-b in the "Policy for City Park and Public Land Use".

It is prohibited to use paint as markers for an event. If tape is used it must be completely pulled up immediately following the event. If we find a violation of the rule there will be a \$100 damage fee.

VIOLATIONS: Any violations may cause further applications to be denied. Refer to sections 17 and 18 in the "Policy for City Park and Public Land Use".

The undersigned declares and says he/she wishes to be permitted to perform the operation, service or act hereon and that the statements are true and correct to the best of his/her knowledge and belief, will comply with all provisions of the "Policy for City Park and Public Land Use" and the ordinances of the City of Grand Haven relative to the operation, service or act for which the permit is requested and agrees to hold the City of Grand Haven free and harmless from all liability which may be imposed upon it and to reimburse the City of Grand Haven for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the operation, service or act for which the permit was issued.

Signature of Applicant:  _____

Date: 4/29/2024 _____

Payment can be made online at www.grandhaven.org, or mail a check with the application to the following address:

For Special Events Contact:
City of Grand Haven
Attn: Dana Kollewehr
519 Washington
Grand Haven, MI 49417
specialevents@grandhaven.org
Office: 616.847.3493

For General Park Rentals (weddings, reunions, baby showers etc) contact:
City of Grand Haven
Attn: Char Seise
421 Columbus
Grand Haven, MI 49417
cseise@grandhaven.org
Office: 616.842.2550

**City of Grand Haven
Department of Public Works
616-847-3493**



MEMORANDUM

TO: Parks and Recreation Board

FROM: Dana Kollewehr - Special Events and Project Manager *DK*

DATE: April 30, 2024

SUBJECT: Book Cellar Author Series (NEW)

The Grand Haven Main Street DDA has submitted an application to host the Book Cellar Summer Author Series on Monday, August 19, 2024 at Lynne Sherwood Waterfront Stadium. The broader author series will occur throughout the summer in the first block of Washington, but on August 19th twelve New York Times Best Selling authors will be in Grand Haven to talk about their work from 7:00 pm until 9:00 pm at the stadium.

Community members will be invited to bring their chairs to enjoy the free event and hear more from authors from all over the country. Authors will be signing and selling books at tables set up in the park.

Event Set Up Time: 10:00 am
Event Time: 10:00 am until Noon
Event Clean Up by: Noon

Public Services Requested

- Electricity

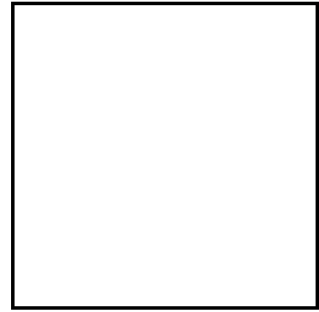
Public Space Requested

- Lynne Sherwood Waterfront Stadium



CITY OF GRAND HAVEN SPECIAL EVENT APPLICATION

OFFICE USE ONLY



A special event application is required for any event held on City property or using City services. The application and fees are due by **March 1st** for events held between May and August and **90+ days** before events occurring from September through April.

Completed applications and fees may be turned in to the Department of Public Works in person at 1120 Jackson Street, Grand Haven, MI 49417, and by mail, 519 Washington Ave. Grand Haven, MI 49417. Questions may be directed to 616-847-3493 or specialevents@grandhaven.org.

EVENT SUMMARY

EVENT NAME: _____

EVENT DATE(S): _____

START TIME: END TIME: SET UP TIME: TEAR DOWN COMPLETED BY:

EVENT LOCATION(S): _____

Is this a new event in the City of Grand Haven? No Yes*

***New events require discussion with Special Events and Project Manager before submitting application.**

EVENT WEBSITE (optional): _____

Would you like your event listed on the City's social media, free of charge? No Yes

APPLICANT INFORMATION

ORGANIZATION NAME: _____

ORGANIZATION ADDRESS: _____

RESPONSIBLE PARTY NAME: _____

RESPONSIBLE PARTY ADDRESS: _____

APPLICANT PHONE: _____ EMAIL: _____

EVENT DAY CONTACT (NAME/PHONE): _____

Representative must be on site and available during entire event.

EVENT DETAILS & LOGISTICS

All event requests require a current to-scale map of the event site that includes setup, requested road closures, parking spaces, etc., to be submitted to the best of your knowledge at the time of application. Public Safety reserves the right to amend route requests based on safety and staff requirements for runs, walks, and parades.

Provide a detailed description of your event. Use additional sheet if necessary.

Additionally, The Book Cellar would like to sell the featured author books from a table near the stage for signatures, etc.

EVENT DETAILS & LOGISTICS CONTINUED

Department of Public Works Services (Check all that apply)

- Banners, \$125-\$350
- Barricades, \$3-\$15 (# and type determined by Public Safety)
- Cardboard Trash Container/Liner, \$13 each
- Electric, \$200 plus usage
- Park Rental, fees vary by park
- Portable Stage (Showmobile), \$500-\$1025
- Sanitation (Grey Water/Grease)
- Stadium Fencing, \$800-\$4400
- Street Closures, \$150
- Sound System, \$100
- Water, \$100 plus usage

Additional incidental fees apply based on applicant requests. Parks/Facilities/Street rental fee will apply.

Will this event provide portable restrooms? No Yes # of units? ___ # of ADA units? ___

Will this event provide dumpster(s)? No Yes **NOTE: Portable restrooms and/or dumpsters may be required.**

Will there be entertainment? No Yes Will there be amplified sound? No Yes

If yes, check all that apply DJ Live Acoustic Live Amplified Other _____

This event is (please select one) Open to the public Private/Ticketed Invitation Only

PUBLIC SAFETY

Will there be food trucks/food concessions? No Yes*

Contact the Health Department for requirements and to schedule inspections.

Food truck vendors must have an annual inspection and permit from the Grand Haven Fire Marshal.

Will there be food cooked on-site? No Yes

If yes, how will food be cooked? Gas Charcoal Fryers Electric

Will there be pyrotechnics? No Yes

Will you provide your own security? No Yes

Will there be assembly tents at the event? No Yes

If yes, how many? _____ Total Size _____

Tents over 400 sq. ft. require a tent permit, fee and diagram. A permit application will be sent to you if required. An inspection must be conducted by the Fire Marshal.

ALCOHOL SERVICE

Will there be alcohol sold/served at the event? No Yes (if yes, complete the remainder of this section)

Applicants must contact the Grand Haven Department of Public Safety to apply for a separate liquor license.

The liquor license application also requires approval from the Michigan Liquor Control Commission following City Council approval.

Name of non-profit organization applying for the liquor license?

Contact Name: _____

Phone Number: _____

STREET & PARKING LOT CLOSURES

Please complete this section if you are requesting street closures or use of City parking lots. List the streets/parking lots you are requesting to close. Include the required map with your application, identifying street and parking lot closures.

STREET/PARKING LOT TO BE CLOSED	FROM WHICH INTERSECTION/LOCATION	TO WHICH INTERSECTION
Example - Harbor Drive	Columbus	Franklin

To help ensure the safety of event participants and the public, street closures require the following:

- **Barricades:** Street closures generally require barricades, which the City provides. The number of barricades will be determined by Public Safety, and a fee will be assessed to the applicant. **Barricades are to be set up by the event organizer.**
- **Race Routes:** Organizers must use the City's pre-approved route and mark the route with the City's race route signs.
- **No Parking Signage:** "No parking" signs must be posted 24 hours before an event for Public Safety to enforce the No Parking Order. If the areas you are requesting to use contain accessible parking spaces, those spaces must be replaced at a nearby location.
- **Notification of Affected Parties:** Applicant must notify property owners along the street closure route of the date and time of street closures. You can do this by delivering a notice in person or by mailing a notice to the property owner. **The Special Events and Project Manager can provide you with the names and addresses of property owners along your route for mailing purposes.**

LIABILITY INSURANCE

Liability insurance naming the City of Grand Haven as additional insured is required for all events. You may contact an insurance agent of your choice to obtain liability insurance coverage. Please inform your insurance agent that the wording on the certificate must read: The City of Grand Haven, as additional insured in the amount of \$1,000,000 per occurrence 519 Washington Avenue Grand Haven, MI 49417

An acceptable certificate of insurance must be submitted no later than **14 days** before the event date.

Name of Insurance Company/Agent: _____
Phone Number of Company/Agent: _____

SPECIAL EVENT FEES

Submit the special event and park application fees with completed application. Applications will not be processed without the application fee being paid. A cost estimate of event fees will be provided upon staff review of application. See current fee schedule for additional fees and current rates.

To Be Completed by Applicant	City of Grand Haven Resident and Non-Profit Discount
<input type="checkbox"/> Resident/Non-Profit Application Fee, \$100	<ul style="list-style-type: none"> • Residents and non-profits within the City of Grand Haven (COGH) are eligible for up to \$500 in discounted fees. • Non-profits outside the COGH are eligible for up to \$250 in discounted fees. • Discounts only apply to facility, park, and public space rental fees (not incidental costs). • Discounts are subject to approval and current special event policy.
<input type="checkbox"/> Non-Resident/Profit Application Fee, \$150	
<input type="checkbox"/> Park Permit Application, \$35	
<input type="checkbox"/> Duncan Park Application, \$25	
I am requesting the maximum allowable discount (Initial Here): <u> CP </u>	

REQUIREMENTS OF THE SPECIAL EVENT

- Applicant will comply with all rules and regulations of the City of Grand Haven Special Event Policy.
- Applicant shall comply with all City of Grand Haven Ordinances.
- The applicant organization will hold the City of Grand Haven harmless from all claims.
- Event grounds will be left clean and free of litter. Failure of the applicant to satisfactorily clean the site may result in the City cleaning the site and billing the applicant for its services.
- The City reserves the right to deny changes to the application once final approval is given.
- Failure to provide any requested information promptly or providing false information may result in denial or revocation of the Special Event Permit.
- Your completed application will be routed to all necessary departments by the Special Events and Project Manager for their recommendation to City Council.

Failure to comply with any requirements of the Special Event Permit may result in the forfeiture of your deposit, the cancellation of the event, and/or the denial of future event requests.

With my signature, I certify that I have read and agree to the City of Grand Haven Special Events Policy and all items listed in this application. I agree to abide by all applicable City of Grand Haven ordinances and regulations.

Chandi Pape

 Signature Date



APPLICATION FOR PARK USE PERMIT

APPLICATION FEE \$35.00 -PAID:

FORM MUST BE SUBMITTED SIX (6) WEEKS PRIOR TO REQUESTED DATE

APPLICANT / SPONSORING ORGANIZATION INFORMATION

Applicant Name: Chandi Pape

Sponsor Organization: Main Street DDA Contact Person: Chandi Pape

Non-Profit Federal ID Number (if applicable): _____

Address: 519 Washington Ave Grand Haven MI 49417

Street

City

State

Zip

(616) 844-1188

cpape@grandhaven.org

Daytime Phone

Email Address

EVENT INFORMATION

Event Name: Book Cellar Summer Author Series

Event Location: Lynne Sherwood Waterfront Stadium

Date(s) of Event: Monday, August 19, 2024 Set Up Time: 5:30 p.m.

Activity Start Time: 7:00 p.m. Activity End Time: 9:00 p.m.

Description of Type of Event: (concert, picnic, wedding, etc.): 12 best selling authors will be in Grand Haven to share their stories, sign and sell their books

Estimated Number of Persons Attending: 100

ALL QUESTIONS MUST BE ANSWERED OR APPLICATION WILL NOT BE ACCEPTED

GENERAL PUBLIC USE: This is a public park and use of this park and its fixtures (i.e. grill, cables) is not exclusive to the applicant and shall remain open to the general public. The Special Events and Project Manager will work with you in seeking approval from the various Boards and Departments, and final approval from the City Council for you to obtain a permit for your Special Event. Contact the Department of Public Works for the current fee schedule. Rental of a City Park for weddings, reunions, family gathering etc. will be handled by the Community Affairs Manager.

ALCOHOLIC BEVERAGES ARE PROHIBITED: The City Ordinance does not allow alcoholic beverages in any City park. The applicant is responsible to ensure that alcoholic beverages are not served as part of the event. Sec.5-12

INSURANCE CERTIFICATE REQUIRED (excluding weddings): A Certificate of Insurance for Comprehensive General Liability and Property Damage in the amount of \$1,000,000.00 naming the City of Grand Haven as the additional insured is required per occurrence. The Certificate of Insurance **must be submitted** with the application.

PROOF OF INSURANCE ATTACHED: Yes No

SELLING/FUNDRAISING:

Will any selling/fundraising occur? Yes No

If yes, also fill out the appropriate attached vendor sheets for Food Service Information (page 5). **No fee may be charged for the event or items sold associated with this event unless formal City Council approval and proof of insurance is obtained.**

SPONSORSHIP/BANNER/SIGNS:

Will any sponsorship occur? Yes No

Will any signs or banners be used? Yes No

If yes, banners must be 2' x 7', and will be placed by city staff at approved locations. All signs and banners must be approved brought to the Department of Public Works. A fee is required to hang all street banners see current fee schedule for rate. Banners will be removed and must be picked up after the event.

TENTS/CANOPIES:

Will any temporary structures be used? Yes No

If yes, please list the number of tents, sizes and location of each: 1, 10'X10'

No tents or other temporary structures are allowed in any City Park without written approval of the Director of Public Works. Refer to the procedures described in Sec.3-C of the "Policy for City Park and Public Land Use" for the requirements. **Absolutely no stakes or poles in the ground are to be used in erecting tents. A diagram of the event layout must be included.**

EQUIPMENT/MATERIALS USED:

Will any equipment (chairs, tables, PA system, stage, platform, portable toilets or any other items) be set up in the Park? Yes No

If yes, please provide a list of the equipment and sizes that you are requesting approval for and set up location. No equipment or other fixtures are allowed in any City Park without approval of the Director of Public Works. Portable toilets and trash receptacles are required for large events as described in Sec.13-G of the "Policy for City Park and Public Land Use". If there will be amplified sound at the event, fill out the s. The applicant must follow the procedures described in the "Policy for City Park and Public Land Use" Insurance section 11 and Equipment and Signs Sec. 13-A.

PA System, tables, chairs and possibly a pop-up tent

MAP/LOCATION OF PARK: **If you are requesting equipment/materials or any other items to be set up for the event you must attach a map of the park indicating where the placement of these items will be.**

WALK-A-THON/BICYCLE/PARADE: If this event is a walk-a-thon, bicycle event or parade a map of the route must be attached. The Department of Public Safety and Department of Public Works will receive a copy and consider requests for temporary street closings, special posting and/or barricades.

CLEANUP/DAMAGE: The applicant is responsible for any cleanup following this event and any damage done to City property. If the grounds are not satisfactory and trash receptacles not removed, the City of Grand Haven will bill you for services following the event. Grounds must be cleaned immediately following the close of the event. Refer to section 13-b in the "Policy for City Park and Public Land Use".

It is prohibited to use paint as markers for an event. If tape is used it must be completely pulled up immediately following the event. If we find a violation of the rule there will be a \$100 damage fee.

VIOLATIONS: Any violations may cause further applications to be denied. Refer to sections 17 and 18 in the "Policy for City Park and Public Land Use".

The undersigned declares and says he/she wishes to be permitted to perform the operation, service or act hereon and that the statements are true and correct to the best of his/her knowledge and belief, will comply with all provisions of the "Policy for City Park and Public Land Use" and the ordinances of the City of Grand Haven relative to the operation, service or act for which the permit is requested and agrees to hold the City of Grand Haven free and harmless from all liability which may be imposed upon it and to reimburse the City of Grand Haven for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the operation, service or act for which the permit was issued.

Signature of Applicant: _____

Date: _____

Payment can be made online at www.grandhaven.org, or mail a check with the application to the following address:

For Special Events Contact:
City of Grand Haven
Attn: Dana Kollewehr
519 Washington
Grand Haven, MI 49417
specialevents@grandhaven.org
Office: 616.847.3493

For General Park Rentals (weddings, reunions, baby showers etc) contact:
City of Grand Haven
Attn: Char Seise
421 Columbus
Grand Haven, MI 49417
cseise@grandhaven.org
Office: 616.842.2550

TO: Ashley Latsch - City Manager
CC: Derek Gajdos – Director of Public Works
Maria Boersma – City Clerk
FROM: Timothy Price –Assistant City Manager
Date: April 17, 2024
SUBJECT: Updating the Northwest Ottawa County Joint Recreation Plan

This plan is to update our collaborative community-wide recreation plan, *Explore the Grand Region: A Community Parks and Recreation Plan in Northwest Ottawa County, 2020-2024*. Our current plan which was approved in 2019, will expire December 31, 2024.

This update will help us to meet the required criteria of the Michigan Department of Natural Resources Grant Section for Community Recreation Plans and provide eligibility for MDNR grants for the MNRTF, LWCF, Passport, and Marina funding sources as well as any other new initiatives created by the MDNR during the life of the Plan.

This is a joint effort between the City of Grand Haven, the City of Ferrysburg, Grand Haven Charter Township, Spring Lake Township, and the Village of Spring Lake.

March 11, 2024 (Revised)

Gordon Gallagher, Township Manger, Spring Lake Township
Craig Bessinger, City Manager, City of Ferrysburg
Ashley Latsch, City Manager, City of Grand Haven
Bill Cargo, Township Manger, Grand Haven Charter Township
Brady Selner, City Manager, Village of Spring Lake

RE: Proposal for Updating the Northwest Ottawa County Joint Recreation Plan

Thank you for this opportunity to provide a proposal for updating the collaborative community-wide recreation plan, *Explore the Grand Region: A Community Parks and Recreation Plan in Northwest Ottawa County, 2020-2024*. The plan will expire December 31, 2024 for all of the communities. This proposal, like the previous planning effort, is based on services provided to each of the individual communities. Each community will have the ability to contract for services for the plan information specific to the community. The Joint Plan will have a series of services provided to each community. These are common services required to update and create the combine document and the administration of the planning effort.

We understand that the Scope of Services will develop an updated collaborative document for the communities of the City of Ferrysburg, City of Grand Haven, Grand Haven Charter Township, Spring Lake Township, and the Village of Spring Lake. This document will provide a community-wide overview as well as a unified recreation inventory encompassing all the governmental agencies participating. Individual capital development and land acquisition sections will be developed for each community for use in capital development planning and grant writing. This information will provide the foundation for the Plan to meet the required criteria of the Michigan Department of Natural Resources Grant Section for Community Recreation Plans and provide eligibility for MDNR grants for the MNRTF, LWCF, Passport, and Marina funding sources as well as any other new initiatives created by the MDNR during the life of the Plan.

As in the previous Plan, we are anticipating that a Collaborative Committee will be formed with all the communities participating with a representative(s). A group Dropbox file with be set up through our office to aid in the transfer and review of information.

1. Community Specific Services

Community specific services will be services provided for each community specific to their recreational facilities, previous grants, vision and needs.

A. Park and Trail Tours and Inventory

1. Schedule a tour to each of the parks and trails including participants as designated by the Community to attend. If preferred, our office can complete these tasks without local input. Document existing park facilities correlated to the facilities of five years ago.

This will be based on the following known park and trail sites as follows:

<u>Community</u>	<u>Number of Parks</u>	
City of Ferrysburg	07	Park sites and additional trails
City of Grand Haven	23	Park sites and additional trails
Grand Haven Charter Township	10	Park sites and additional trails
Spring Lake Township	07	Park sites and additional trails
Village of Spring Lake Township	10	Park sites and additional trails

2. Based on the tour:

- a. Update the park facilities chart for each community.
- b. Update the consolidated facilities chart for the study region.
- c. Update the individual park inventory sheets for each park site based on facilities identified.
- d. Review and update the ADA/Universal Accessibility of each park site.
- e. Collect any new site master plans for parks from each community.

3. Review and update required MDNR Post Completion Grant Certification Forms. During the park tours evaluate the MDNR post grant projects as documented on the MiGrants website for each of the communities. Take pictures for the required new photos of grant signs and park entrance signs. Complete the following forms and new photo sheets based on previous grants. Provide unsigned forms to each community for signature. Consolidate into a package and upload to the MiGrants site at the time of submitting the Recreation Plan document to the MDNR.

City of Ferrysburg	4 grant forms plus any new since last document.
City of Grand Haven	11 grant forms plus any new since last document.
Grand Haven Charter Twp.	9 grant forms plus any new since last document.
Spring Lake Township	7 grant forms plus any new since last document.
Village of Spring Lake	6 grant forms plus any new since last document.

B. Community Specific Information

Provide each Community with a specific list of data or information required to be included in the document by the MDNR. This will include items such as an Organization Chart, annual budget for parks and recreation, Council/Boards/Committee member names and positions, numbers of staff dedicated to parks, etc. Communities will provide this information for incorporation into the document. The sections for Community Description and Administration will be updated.

C. Meetings

The following meetings are planned to be scheduled with each community. These can be discussed and revised to fit the individual planning efforts of each community. The

meetings include preparation on all materials and handouts for the meeting, facilitation of the discussion, and documentation of information as required that is generated at the meetings.

Joint Recreation Planning Committee	3 meetings
City of Ferrysburg	6 meetings
City of Grand Haven	6 meetings
Grand Haven Charter Township	6 meetings
Spring Lake Township	6 meetings
<u>Village of Spring Lake</u>	<u>6 meetings</u>
	33 meetings

- a. Joint Recreation Planning Committee Meetings. Attend and assist in facilitating meetings at the initial start 0%, 50% after park tours and data gathering, and 90% prior to 30-day public comment period release. The Joint Recreation Planning Committee is suggested to include 1 or 2 members from each of the participating communities and a representative from Ottawa County Parks who has expressed an interest in participating as they have several parks within this regional area. (Ottawa County Parks will not be an official participant community of the plan for adoption).
- b. Initial meeting with staff at each community to review required information from the community, the process, overall thoughts and vision, scheduling of future meetings, timeline, etc.
- c. Park Tour Meeting -discussed and included above in Item a.
- d. Initial meeting with Parks Committee, Commission, or Board to review the process, and schedule, discussion ideas and visions, answer questions, etc. This meeting will also include the review of the proposed public survey questions. Each community can select who this meeting will be held with.
- e. Meet with Staff to review the proposed draft Action Program and any community specific related items.
- f. Meeting with staff and/or Parks Committee, Commission, or Board to discuss and review the proposed Public Survey Data and Action Program including future capital development projects. Each Community can select who this meeting will be held with. If an additional meeting is desired, this can be invoiced on an hourly basis as an additional service.
- g. Meeting with staff and/or Parks Committee Commission, or Board to discuss and review the Draft Plan Document prior to release of the 30-day Comment period. Each Community can select who this meeting will be held with. If an

additional meeting is desired, this can be invoiced on an hourly basis as an additional service.

- h. Attend and provide a PowerPoint presentation at each Community's Board, City Council, or Village Council meeting for the required Public Hearing and Resolution of Adoption.

D. Public Survey by the Frost Center of Hope College

Included in this proposal is the development and implementation of a public survey by the Frost Center of Hope College that provided the public survey services five years ago for the plan to be updated. The new Survey will be completed in a similar fashion by both telephone and electronic responses to provide a broad base of local resident input. The questions will be developed to provide for similar questions and feedback for tracking over time, as well as be set up to provide data specific to each community as well as for the region. The proposal for services to our office is attached for reference.

2. Joint Plan Development Services

The development of the Joint Plan requires administration as well as consolidation of a substantial amount of text, documents, maps, and meeting attendance from each of the communities. As these services are required for the plan, we will provide these as a joint set of services that can be divided up by the communities involved. These services will include the following:

1. Develop a Schedule with key milestone dates for each community submitting materials and PMB providing key services. This is important so that the entire plan can move smoothly through the process.
2. Consolidate and edit the previous document with all the information provided from the five communities in a joint and unified document including layout, font, page numbering, table of contents, cover, and written overview of the planning process as per the MDNR requirements. Collecting, organizing, and inserting public approval process information such as public notices, resolutions, required meeting minutes, etc.
3. Write an executive summary for the plan including updated information.
4. Develop a standardized format for the Action Plans which include the Community specific projects and goals. Consolidate these spreadsheets into a master community wide spreadsheet.
5. Based on the inventory information gathered, update the unified chart of community recreation facilities, as well as updating Ottawa County and Michigan State Park facilities.

6. Based on the inventory information gathered for each of the five communities, update the Regional Community Recreation Map which identifies the locations of the parks within the regional community. Add new parks that have opened since the previous plan. Provide a key with this map that directly ties into the community wide recreation chart with the locations.
7. An additional section will be added to the inventory to include information provided by Ottawa County Parks regarding various planning efforts that have been completed or have been on-going regarding parks, trails, and facilities within the Northwest Ottawa County region. This information is very relevant to all of the participating communities, as well as augments the overall parks and recreation inventory of the region.
8. Each community will be responsible for advertising and having the draft Plan document available for the 30-day public review process. Our office will provide a draft Public Notice for use.
9. Provide a draft Resolution for final adoption of the plan to each community. After adoption, each community will provide signed final meeting minutes of the Public Hearing and adoption, and a certified resolution for inclusion in the Plan Document.
10. Finalize the plan document and incorporate all final materials. Provide the plan document in electronic format to each community for use and posting on websites. If hard copies of the plan are desired, these can be provided as a reimbursable additional expense to the communities.
11. Electronically upload or assist as needed with the Recreation Plan and required materials to the MDNR "MiGrants" website as required for submittal for each of the five communities.

3. Celebration of Plan Completion

Following the submission of the plan, a Regional Community Wide Celebration will be held to share and celebrate the overall planning effort and vision with the five communities. Our office will assist in the coordination of this effort, and provide a PowerPoint presentation for use by presenters. The Communities will share preparation for the event, announcements, hosting, invitations, etc.

Proposed Fee

The percentages utilized in the previous planning effort in 2019 have been applied to the distribution of the fees. These percentages are:

Grand Haven Charter Township	25.0%
Spring Lake Township	25.0%
City of Grand Haven	25.0%
City of Ferrysburg	12.5%
Village of Spring Lake	12.5%

If additional services are desired by any of the communities, these can be added individually with PMB, at a quoted or hourly rate. All fees will be invoiced directly to each Community on a monthly basis. Fees include all time, materials, and expenses.

All Communities will receive PDF documents of the planning document, maps, charts, etc. for public use. Printed copies of the plan can be provided to all communities as a reimbursable expense for the specific number and type of copies desired.

Option 1 As Requested

PM Blough (PMB) and Frost Center of Hope College Survey

Community	% of Fee	PMB Fee	Frost Survey	Totals
Grand Haven Chtr. Twp.	25.0%	\$9,750	\$ 5,175	\$14,925
Spring Lake Township	25.0%	\$9,750	\$ 5,175	\$14,925
City of Grand Haven	25.0%	\$9,750	\$ 5,175	\$14,925
City of Ferrysburg	12.5%	\$4,875	\$ 2,587.50	\$ 7,462.50
Village of Spring Lake	12.5%	\$4,875	\$ 2,587.50	\$ 7,462.50
Totals	100%	\$39,000	\$20,700	\$59,700

Option 2 Alternative Offered*

PM Blough (PMB) and Electronic Only Survey by PMB

Community	% of Fee	PMB Fee	PMB Survey	Totals
Grand Haven Chtr. Twp.	25.0%	\$9,750	\$1,250	\$11,000
Spring Lake Township	25.0%	\$9,750	\$1,250	\$11,000
City of Grand Haven	25.0%	\$9,750	\$1,250	\$11,000
City of Ferrysburg	12.5%	\$4,875	\$ 625	\$ 5,500
Village of Spring Lake	12.5%	\$4,875	\$ 625	\$ 5,500
Totals	100%	\$39,000	\$5,000	\$44,000

*This alternative will provide an “electronically generated” only survey in Survey Monkey format to be created by PMB. Survey will be advertised throughout Community via Communities’ websites, Facebook, postcards, etc. Summary report to be generated and provided to the communities and included within the Plan Document. This option would have less scientific viability and no phone calls as the Frost Survey. Surveys can request community of residency for

input into respondent locations. This survey will fulfill the MDNR requirements for public input for the planning process. All governmental units will need to agree on the same Option to proceed with the planning effort.

Proposed Schedule

The following schedule is proposed for the process. The Plan must be submitted to the MDNR by February 1, 2025, for eligibility in 2025 for grant applications. Final dates to be confirmed with the Committee.

- April 2024 Approval by each of the five entities to proceed. Determination of Survey Option.
- May 2024 Meet with Committee and each Community. Prepare Survey Questions. Start Data Collection.
- June 2024 Issue Survey, Data and Inventory Collection and Processing, Review Draft Action Plan with Staff.
- July 2024 Meet with Park Committee/Commission/Board to Discuss Action Plan. Review Survey Data. Develop Draft Document.
- August 2024 Finalize Draft Document.
- Sept. 2024 Meet with Park Committee/Commission/Board to Review Draft Document. Staff Review of Document. Incorporate Revisions.
- Oct. 2024 30-Day Public Comment Period
- Nov. 2024 Public Presentation to City Council, Township Board, or Village Council, Approval Resolutions, and Public Hearing
- Dec. 2024 City Council, Township Board, Village Council approval of Nov. meeting minutes.
- Jan. 2024 Final assembling of Plan and documents. Uploading of Plan and requirement documents to MiGrants website for submittal prior to end of January.

Thank you for the continued opportunity to serve all of your communities! It continues to be a very exciting process! Please let me know what thoughts and/or questions that you might have.

Sincerely,

PM Blough, Inc.



Pamela Blough, PLA, President
PO Box 102
Grand Haven, MI 49417
Direct Dial: 616.402.2398
Email: pamb@pmbblough.com

Authorization to Proceed:
(Includes Option 1 with the Frost Center)

Signature: _____

Date: _____

Governmental Unit: _____

Limitation of Liability

To the fullest extent permitted by law, PM Blough, Inc. total liability to the Governmental Unit for any cause or combination of causes, which arise out of claims based upon professional liability errors or omissions, whether based upon contract, warranty, negligence, strict liability or otherwise is, in the aggregate, limited to the amount of \$10,000.

To the fullest extent permitted by law, PM Blough, Inc. total liability to the Governmental Unit for any cause or combination of causes, which arise out of claims for which PM Blough, Inc. is covered by insurance other than professional liability errors and omissions, whether based upon contract, warranty, negligence, strict liability or otherwise is, in the aggregate, limited to the total insurance proceeds paid on behalf of or to PM Blough by PM Blough insurers in settlement or satisfaction of PM Blough claims under the terms and conditions of insurance policies applicable thereto.

North Ottawa Recreation P.M. Blough, Inc

Five Year Plan Resident Survey

2024

Scope of Work

The Frost Center will assist P.M. Blough, Inc, the planning assistant for North Ottawa Recreation Divisions in obtaining the opinions of community residents on existing programs, park facilities, and future priorities to inform the upcoming Five-Year Plan. As partners in this work, the Frost Center will work alongside the leadership representing the five communities involved in developing the plan (City of Grand Haven, Grand Haven Charter Township, City of Ferrysburg, Village of Spring Lake, and Spring Lake Township). Together, the Frost Center, P.M. Blough, Inc, and the North Ottawa planning team will develop survey instruments that will be utilized through a multi-pronged approach to collect rich, meaningful and representative data on how residents would like to use and grow North Ottawa's park and recreation assets.

We will work closely with the North Ottawa planning team to revise the 2019 survey instrument that addresses the goals and objectives of the research study and provides the team with information they can use to develop long-range plans and strategies. We anticipate the 2024 survey format and questions to align with the 2019 survey for result comparisons. A combination of open and close-ended questions will be used, with a maximum of two open-ended questions.

To gain a better understanding of some aspects of the needs and opportunities in the Northwest Ottawa region surveys will also be administered to area leaders in three stakeholder groups: coaches/park staff, representatives for the aging population, and advocates for residents with disabilities. Leaders from each municipality will help identify and provide contact information for key individuals in the region that might have insights into specific challenges, barriers, and needs that should be considered in the five year plan.

Proposed Methods and Survey Design

We propose a multi-method approach including the following components:

1. Telephone: A combination of landline and cell phone numbers. Goal of 100 completed telephone surveys

Telephone surveys of North Ottawa County residents is the preferred method of data collection. The resulting sample will be the most representative of North Ottawa County residents. Further, it will enable us to reach potential respondents more quickly and will allow for probing and clarification of participant responses.

In order to reach the broadest and most representative cross section of North Ottawa County residents, telephone numbers, both cell and landline, will be purchased from a third party vendor using the most up-to-date sampling technology available

2. Online survey emailed to community email lists wherever possible (e.g., recreation offices, utility bills). Goal of 300 completed online surveys.

The Frost Center will work with each community to obtain these updated lists. Survey respondents will be asked to supply home addresses for another layer of verification for the online survey. The online survey software will also be programmed to avoid multiple entries from one respondent. An anonymous link will be provided on an individual basis for those who want to take the survey but did not receive an invitation.

Proposed Scope of Work

Task	Description	Estimated Cost
<p>Research Design & Project Management</p>	<ul style="list-style-type: none"> ● Survey instrument development <ul style="list-style-type: none"> ○ Work with community partners to confirm previous survey items and add new survey items ● Survey methodology plan: <ul style="list-style-type: none"> ○ Distribution list collection ○ Representative sampling strategy ● Purchase of smart cell and landline phone number list for City of Grand Haven, Grand Haven Township, Ferrysburg, Village of Spring Lake, and Spring Lake Township ● Spanish translation 	<p>\$3,750</p>

Data Collection	<p>Qualtrics fee (\$750) Phone List (\$950 estimate; see below)</p> <ul style="list-style-type: none"> ● Phone-based survey (200 responses) ● Online Community survey (300 responses) ● Online Stakeholder survey 	\$7,250
Data Cleaning, Coding, and Analysis	<ul style="list-style-type: none"> ● Data cleaning, analysis, and tabulations with subgroup comparisons based on profession ● List of all open-ended responses 	\$4,250
Deliverables	<ul style="list-style-type: none"> ● Final written report <ul style="list-style-type: none"> ○ Written report will include all open-ended responses, survey instrument, survey response breakdowns by specified demographics, and relevant correlations ○ Additional comparisons to previous years to examine change ● Presentation to stakeholder meeting for question response 	<p>\$3,500</p> <p>\$1,000</p>
Estimated Research Costs		\$19,750
Phone Lists Estimate		\$950
Total Estimated Project Costs		\$20,700

Timeline

February 2024	Contract signed and finalized
March 1-25, 2024	Survey instruments finalized: <ul style="list-style-type: none"> *Initial survey feedback sent to Frost by March 1 *Survey draft sent to community partner for review by March 8 *Any revisions sent to Frost by March 13 *Revisions completed by Frost by March 20 *Approval by community partner by March 22
March 25 - April 30, 2024	Data collection and calling
May - June 2024	Data cleaning & analysis
July - August	Report writing and presentation preparation
September 2024	Report development: <ul style="list-style-type: none"> *Draft of final report delivered by September 3, 2024 *Requested revisions to Frost by September 10, 2024 *Final Draft to partner by September 27, 2024
September 30, 2024	Presentation (date TBD)

Contract Expectations:

Community partners:

- Pay 50% of estimated invoice at signing; remainder due at final close of project (to be invoiced)
- Respond to queries regarding survey items, deliverables, and presentation with 48 business hours
- Confirmation of distribution list responsibilities
- Approve survey ahead of distribution
- Results cannot be used outside of intended context

Frost Center:

- Frost Center is a non-bias 3rd party research entity and can not guarantee specific result outcomes. We will maintain research neutrality and objectivity through best practices in research.
- Provide opportunity for one round of feedback (with approval) before survey distribution
- Provide opportunity for one round of feedback in report writing
- Provide opportunity for one round of feedback in presentation development
- Confidentiality of all data and responses; the Frost Center will only share deidentified data

Both parties:

- Clear understanding of report expectations, such as specific tabulations to be included in results or preferred format; additional requested analyses outside of the scope of work may increase research costs (billed to research partner)
- Adhere to scheduled milestones and timeline; changes of more than 2 weeks require written approval from both parties
- Adhere to scope of project; changes require a revised scope of work that may increase research costs (billed to research partner)
- Maintain open and consistent communication

Notes about the research process:

- The data and results are only intended for the agreed upon purposes set forth in the research statement of work. Any other use of the Frost Center reports or presentations that do not accurately reflect or represent the research findings is strictly prohibited.
- Every research design has inherent strengths and limitations. Most survey research does not allow for causal conclusions (i.e., why something occurred). Research partners should be aware of this design limitation and should not overinterpret results or research findings.

February 9, 2024

Daryl R. Van Tongeren, Ph.D.
Director, Frost Center for Social Science Research
Hope College
Frost Center for Data and Research
100 East Eighth Street, Suite 260
Holland MI 49423

Date

Acceptance:

I accept the conditions of this proposal and request the Frost Center for Data and Research at Hope College to proceed according to the scope of work herein. Any change or addition to the above scope of work will be in writing with signed acknowledgement by both parties. We agree to pay 50% of the estimated cost upon signing, and the remaining will be invoiced and due upon completion of the project.

For:

Date

Name:

Title: